



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS-2016-104R1

OPENING DATE: 09/23/2016

CLOSING DATE: CONTINUOUS

POSITION TITLE: PROJECT COORDINATOR

SALARY: GL-13/1-5
\$ 649.81 B/W - \$728.23 B/W

LOCATION: BUREAU OF PUBLIC HEALTH
MINISTRY OF HEALTH
KOROR, REPUBLIC OF PALAU

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

- Participate in planning and training activities to promote comprehensive and integrated reproductive and sexual health services within the family health unit. Works cooperatively with the CHC, FHU clinic doctors and nurses, the community and others. Ensures implementation of goals, objectives and activities and abides by protocol as outlined in grant work plans and requirements. Ensure that clinical protocols are in accordance with grant guidelines. Trains and supervise health educators/outreach staff working on reproductive health programs. Develops tools for public information and outreach and ensure implementation of outreach work plan. Participate in meetings as required by the grantor and network with other relevant community organizations and coalitions to strengthen family planning, reproductive health and sexual health services offered by the program.
- Grant development, writing and reporting. Researches, prepares, submits and follow up request needed to carry out goals and oversees the reconciliation and financial management of the family planning grants. Successfully undertakes program planning, implementation, monitoring and evaluation.
- Actively participates in working groups and committees within the health system. Assist colleagues to achieve professional goals and allocated tasks.
- Demonstrate commitment to ongoing professional development through self study, research training and education.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree plus some training with at least four (4) years of work related experience