



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-2016-025R1

OPENING DATE: 09/23/2016

CLOSING DATE: CONTINUOUS

POSITION TITLE: PREVENTION DEVELOPMENT OFFICER I (2 POSITIONS)

SALARY: GL-10/1 -5,
\$ 463.81 B/W - \$518.88 B/W

LOCATION: DIVISION OF BEHAVIORAL HEALTH
BUREAU OF PUBLIC HEALTH
MINISTRY OF HEALTH

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

- **PERFORM.....60%**
 - Coordinate trainings for Community Advisory Group/ Epidemiology Work Groups and translate U.S. Federal Language/ concepts to terms understood at the local level in village and communities.
 - Facilitate focus groups and community readiness activities.
 - Coordinate with the Public Information Officer to promote and raise awareness of the prevention of underage alcohol drinking, tobacco, or other drug use.
- **ASSIST.....30%**
 - In community meeting logistics, arrangements, and agenda and provide technical assistance to these groups.
 - The Public Information Officer in implementing social marketing in collaboration with health education and health promotion to disseminate health information to various target audiences as well as to the community through radio spots, TV spots, and other means of communication.
 - In promoting science-based and evidence based programs.
- **PARTICIPATES.....10%**
 - In all health initiative and activities of the Ministry of Health, including training, workshops, summits, etc.
 - In cross training and performs other related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree with two years of progressively on-the-job experience in community development program; must be a computer literate; must have knowledge of principles and practices of basic office management and organization; ability to work well either along or as a part of a team; and possess command in spoken and written Palauan and English languages