



# 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-2016-118R2**

**OPENING DATE: 01/12/2017**

**CLOSING DATE: CONTINUOUS**

**POSITION TITLE:** REGISTERED NURSE 2A-2B (4 POSITIONS)

**SALARY:** GL-12/1-5, \$ 605.38 B/W - \$ 675.08 B/W + 15% ND

**LOCATION:** BUREAU OF NURSING  
MINISTRY OF HEALTH  
KOROR, PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Provide professional patient/client centered services. Treats patients in fair, equitable and dignified manner. Understand and complies with confidentiality regulations. Administers prescribed treatments and medications. Documents patient information on individual medical charts. Maintain safe and well quipped working environment conducive for patients' safety. Communicate and collaborate with other health care team members to ensure that the patient receive the best care possible. Develop individualized patient care plans; delivers patient treatment and medications; respond to emergency cases; undertake patients admissions; discharge and referral process. Works as a member of a team to ensure that routine tasks for daily operations including maintenance of safe working environment; inventory and ordering of supplies and medications; patient transport to other areas are completed. Complies with health and standard nursing policies and procedures. Demonstrate ability to remain calm and professional in stressful environments. Undertakes other duties as assigned by the supervisor nurse.....**75%**
- Applies current infection control standards. Ensure cleanliness of the treatment room the wards and consulting rooms is maintained. Reports accidents, injuries and hazard and near misses in a timely manner. Seeks advice and assistance before undertaking unfamiliar work practices.....**10%**
- Actively participate in committees and working groups within the Ministry. Contributes to work undertaken by other teams/department in order to achieve the Ministry stated goals. Engages in quality assurance and quality improvement process.....**10%**

Bureau of Public Service System

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**Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.**

- Maintains updates and expands professional knowledge and enhance skills by attending relevant in service meetings, training courses, seminars and by reading appropriate reports, journal, etc.....5%

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

- Must have a two (2) or three (3) years Diploma/Associate of Science Degree or an equivalent from an approved School of Nursing or Nursing program. Currently/eligible to be licensed to practice as RN in the Republic of Palau with three years of related work experience.