



# 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-2016-190R1**

**OPENING DATE: 02/13/2017**

**CLOSING DATE: Continuous**

**POSITION TITLE:** STUDENT NETWORK SPECIALIST I –II

**(Based on the qualifications, applicant will be placed on an appropriate Level, Grade & Step)**

**SALARY:** GL-11/1 – 13/1; \$ 543.65 B/W - \$ 674.81 B/W

**LOCATION:** PALAU NATIONAL SCHOLARSHIP OFFICE  
PALAU NATIONAL SCHOLARSHIP BOARD  
REPUBLIC OF PALAU

**SOURCE OF FUND:** FEDERAL

**DUTIES AND RESPONSIBILITIES:**

**SNS I:**

- Support students especially Palau National Scholarship Board recipients in finding jobs after graduating from college; keep in touch with clients from different organizations in order to stay updated with the new job candidates' resume and academic records in order to know about their educational qualification, work experience and other skills
- Conduct candidates' interview to know about their abilities, efficiency and to understand the candidates' interests and requirement before seeking a possible job for him/her
- May also provide suggestions on how to maintain a good position and grow further within the organization; Aware of and develop appropriate referral routes for job opportunities
- To liaise with the government and private business to build good working relationships and referral networks and develop links to appropriately refer students for employment
- Ensure that job opportunities are circulated quickly ensuring that information technology (emails, web pages etc.)
- Responsible for the Palau Fellowship Award Program; Coordinate with students and host employers in establishing fellowship programs
- In charge of the whole Palau Fellowship Award process including monitoring, reviewing documents and tracking the Palau Fellowship Award recipients; Assist in the maintenance and update of the Palau National Scholarship database system in order to generate regular reporting systems using the Management Information System database
- To keep accurate electronic and paper records to meet funding requirements
- Perform all other tasks as assigned by supervisor

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776

Email: [bpss@palaugov.org](mailto:bpss@palaugov.org) Website: <http://palaugov.pw/bpss>

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

**SNS II:**

- Support students especially PNSB recipient in finding jobs after graduating from college; Keep in touch with clients from different organizations in order to stay updated with the new job vacancies that come up
- Look for job opportunities for candidates (PNSB recipients); Review candidates' resume and academic records in order to know about their educational qualification, work experience and other skills
- Conducts candidates' interview to know about their abilities, efficiency and to understand the candidates' interests and requirement before seeking a possible job for him/ her
- May also provide suggestions on how to maintain a good position and grow further within the organization; Aware of and develop appropriate referral routes for job opportunities
- To liaise with the government and private businesses to build good working relationships and referral networks and develop links to appropriately refer students from employment
- Ensure that job opportunities are circulated quickly ensuring that information technology (emails, web pages, etc.) is utilized effectively
- Responsible for the Palau Fellowship Award Program; Coordinate with students and host employers in establishing fellowship program
- In charge of the whole PFA process including monitoring, review documents and tracking the PFA recipients
- Use and assist others at the Palau National Scholarship Office in the use of information technology systems to carry out duties in the most efficient and effective manner
- Oversees the maintenance of the monitoring and tracking system and to update the Palau National Scholarship database system in order to generate regular reporting systems using the Management Information System database
- To keep accurate electronic and paper records to meet funding requirements
- To assist with marketing the production of publicity materials and organizing activities and events to promote PNSB programs; To provide support to the Scholarship Office and the PNSB when needed
- Participate in board meetings and activities; To perform all other tasks as assigned

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Minimum of Associate Degree in Computer Science or computer information related field with at least two (2) years of experience in human resource or employee recruitment experience.