



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-2017-041

OPENING DATE: 03/09/2017

CLOSING DATE: 03/23/17

POSITION TITLE: ADMINISTRATIVE SPECIALIST I

SALARY: GL-9/1, \$440.04 B/W

LOCATION: BUREAU OF FOREIGN AFFAIRS
MINISTRY OF STATE
KOROR, REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Analyzes the Bureau and its functions and prepares re-organization proposals to improve effectiveness and efficiency.....40%
- Assist the AO II in assessing work load, staffing and other Administrative concerns in determining resource requirements and maintains a tracking and monitoring system for all incoming and outgoing correspondence.....20%
- Consolidates the Bureau's budget request, ensuring that all requirements are met, and advises the AO II and Director on the soundness of program requests, implications funding cuts, priorities.....20%
- Provides professional administrative services in support of the Ministry and its Bureau's.....10%
- Perform other duties as required or assigned.....10%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma with at least three (3) years of work related experience.

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

Email: 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.