



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 2017-017R1

OPENING DATE: 03/20/2017

CLOSING DATE: Continuous

POSITION TITLE: MONITORING & EVALUATION COORDINATOR

SALARY: GL-12/1-5, \$605.38- \$675.08 B/W

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

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

PERFORM.....45%

- Monitor and evaluate the activities of the Prevention Unit that targets all community groups, NGOs, and other relevant government agencies.
- Develop data base for different data needs.
- Conduct data analysis and assist with report writing.
- Supervise surveillance staff on Q& A.
- Provide monitory reports as needed by relevant grant programs.
- Prepare and conduct presentation for the Prevention Unit.
- Prepare and submit an evaluation report on all activities for the program to the program manager.
- Design surveys and evaluation activities required for the various program components and activities.

ASSIST.....40%

- Assist in selecting appropriate core indicators to be monitored.
- Assist in completing survey and questionnaire for the program.
- Assist in developing monitoring and evaluation plan that is part of the division as well as the Bureau's strategic plans.

PARTICIPATE.....15%

- Attend relevant training and to provide assistance to agencies in developing monitoring and evaluation activities.
- Attend trainings, meetings, workshops, conferences, summits, etc. needed to improve services.
- In all Health initiatives and activities of the Ministry of Health.

- In cross training and perform other related duties as assigned by supervisor.
- Participate in regular meetings held by HIV and STI program and PHASAG by providing evaluation report on the implementation of the plan.
- Attend trainings, meetings, workshops and conferences needed to improve program services.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Bachelor Degree in Public Health or related field with at least two (2) years of work related experience.