



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 2017-064

OPENING DATE: 05/19/2017

CLOSING DATE: 06/02/2017

POSITION TITLE: ADMINISTRATIVE ASSISTANT I-II

SALARY: GL- 7/1–8/1; \$358.19-\$396.73 B/W

LOCATION: BUREAU OF CURRICULUM & INSTRUCTION
MINISTRY OF EDUCATION

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

- Keep currently informed of new and revised policy statements, regulations, and directives and ensures that office tasks are conducted accordingly manages office operations and recommends changes for office improvements, implements data collection procedures and ensures that operational database are updated.
- In coordination with proper offices, initiates and follow-up transactions required by the assigned unit including purchase, personnel actions, contracts, printing service request, etc ; Plans, schedule, organize and may attend meetings, conference, prepare reports thereon.
- As assigned perform follow-up and oversight tasks for various activities under the office and generate progress reports of supervisors as assigned, conducts studies and prepares administrative and informative reports in support of program activities.
- Perform other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma with at least one (1) year of work related experience.