



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-2017-065

OPENING DATE: 05/19/2017

CLOSING DATE: 06/02/2017

POSITION TITLE: ADMINISTRATIVE OFFICER I

SALARY: GL-11/1-5, \$543.65 - \$605.62 B/W

LOCATION: BUREAU OF PUBLIC HEALTH
MINISTRY OF HEALTH
REPUBLIC OF PALAU

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

- Provide general administrative support in the overall support of the Prevention Unit Office capacity to implement and enforce established procedures and guidelines required for effective and efficient operational functions. Duties include all administrative functions in support of the Division of Behavioral Health and Bureau of Public Health, including support for the prevention unit activities, travel authorization and voucher processing, office telephone support, prepare memorandums and other form of communication related to the program, and other program activities.
- Provide administrative support for all types of document processing such as leave request (annual, sick, educational, administrative and leave without pay), requisitions, timesheets, etc.
- Assist in all functions of the division of behavioral health, Bureau of Public Health.
- Participate in all health initiatives and activities of the Ministry of Health, including trainings, workshops, summits etc.
- Participate in cross training and performs other related duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate degree with at least two (2) years of work related experience.