



# 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 2017-060**

**OPENING DATE: 05/04/2017**

**CLOSING DATE: 05/17/2017**

**POSITION TITLE:** SWM EDUCATOR I

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

**LOCATION:** BUREAU OF PUBLIC WORKS  
MINISTRY OF PUBLIC INFRASTRUCTURE, INDUSTRIES & COMMERCE  
KOROR, PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

20% To develop community outreach programs to inform residential and commercial sector of the importance of good solid waste management practices that enhances quality of solid waste management. Interacts with professional and technical staff, community interest groups, other government agencies, industry and other sources to obtain information; and responds to information requests from the general public, community interest groups, other government agencies and industries.

20% To produce environmental education tools for local schools and conduct workshops regarding solid waste management. Coordinate various committee meetings; arranges and conducts public workshops; and presents information about SWM activities at briefings before the public, various official bodies, others as directed.

20% Plans, coordinates and disseminates accurate, timely and credible information to internal and external constituencies; develops and implements communication strategies for key issues and initiatives of solid waste management.

20% Create and implements recycling projects with SWM Coordinator and make assessments following implementation.

20% Oversees SWM's tasks related to the position; and trains and plans work assignments for interns. Performs other duties as assigned by the Chief.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Associate Degree with at least three (3) years of work related experience.

Bureau of Public Service System (BPSS)

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Application forms may be picked up and submitted to the Bureau of Public Service System office(s) located in the Ministry of Finance Office in Koror or the Capitol Building, Melekeok.