



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-2017-116

OPENING DATE: 09/29/2017

CLOSING DATE: 10/13/2017

POSITION TITLE: ADMINISTRATIVE ASSISTANT I-II

(Based on the qualifications, applicant will be placed on an appropriate Level, Grade & Step)

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

LOCATION: PALAU NATIONAL SCHOLARSHIP OFFICE
PALAU NATIONAL SCHOLARSHIP BOARD
REPUBLIC OF PALAU

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

AA I:

- Assist the Scholarship Administrator by coordinating and performing various administrative support tasks for the Palau National Scholarship Office including general operations of the Scholarship Office. Prepare all scholarship forms and organizes all Palau National Scholarship Board information, forms and documents making it accessible to the public or the Board.....**20%**
- Maintain record keeping, tracking, and reports of students and related issues. Keeping a statistical record of Palau National Scholarship Board programs. Support acquisition, inventory, and filing of related documents.....**20%**
- Participate and support outreach programs and Palau National Scholarship Board program promotions.....**15%**
- Provide administrative support. Implements administrative process for policies and procedures; recommends changes in the office, policies and procedures making sure to update Palau National Scholarship Board information regularly.....**10%**
- Arranges for training of staff in administrative support areas; trains technical and clerical staff and evaluates performance.....**10%**
- Assist in monitoring office compliance with the Palau National Scholarship Board Rules & Regulations and applicable Republic of Palau laws.....**10%**
- Provide needed support to the public, the students, employees on any personnel reports as required by local government policies, procedures, and requirements.....**10%**
- Perform other duties as assigned by Scholarship Administrator or Palau National Scholarship Board.....**5%**

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.

AA II:

- Assist the Scholarship Administrator by coordinating and performing various administrative support tasks for the Palau National Scholarship Office including general operations of the Scholarship Office; Responsible for updating all scholarship forms and making sure that PNSB information, forms, and documents are accessible to the public or the Board.....**20%**
- Maintain record keeping, tracking, and reports of students and related issues; Keeping a statistical record of Palau National Scholarship Board programs. Support acquisitions, inventory, and filing of related documents.....**20%**
- Coordinate and support outreach programs and Palau National Scholarship Board program promotions; Provide assistance to the students and the public.....**15%**
- Provide administrative support; Implement administrative process for policies and procedures; recommends changes in the office, policies and procedures making sure to update Palau National Scholarship Board information regularly.....**10%**
- Arranges for training of staff in administrative support areas; trains technical and clerical staff and evaluates performance.
- Assist in monitoring office compliance with the Palau National Scholarship Board Rules & Regulations and applicable ROP Laws.....**10%**
- Provide needed support to employees on any personnel reports as required by local government policies, procedures, and requirements.....**10%**
- Perform other duties as assigned by Scholarship Administrator of Palau National Scholarship Board.....**5%**

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Minimum of High School Diploma or equivalent (GED Test Certificate) plus some training with at least two (2) years of progressively responsible on the job experience in providing administrative support