



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 2017-122

OPENING DATE: 09/29/2017

CLOSING DATE: 10/13/2017

POSITION TITLE: HOUSEKEEPING I

SALARY: GL-5/1-5, \$329.54-\$364.62 B/W + 15% ND

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

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

Performs routine and comprehensive custodial maintenance of assigned facilities. Rotation schedule to different locations on weekly basis. Sweep & Mop daily as assigned facilities, was windows, dust and ensure clean environment. Removes trash in accordance with established procedures. Cleans and disinfects restrooms, locker rooms, health occupations facilities and other facilities, orders and stocks facilities with paper towels and supplies. Reports and responds to emergency calls for custodial assistance. Identifies stains and uses proper chemicals for removal, submits monthly reports to supervisors. Performs preventative custodial in and around facilities. Attend all required MOH Professional Development Courses and Trainings. Maintain confidentiality of all patient information, perform other tasks and duties as assigned by immediate supervisor and PCHC Management.....60%

Assists in maintaining inventory and submits written request for supplies; test and evaluates new supplies and equipments. For custodians assigned to sites outside of the main office, minor grounds keeping duties may be required.....30%

Participate public health convention, Palau Community Health Centers Week and College of Health Courses/ Trainings.....10%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

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