



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-2018-015

OPENING DATE: 11/10/2017

CLOSING DATE: 11/24/2017

POSITION TITLE: ADMINISTRATIVE ASSISTANT I

SALARY: GL-7/1-5, \$358.19 - \$396.88 B/W

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

SOURCE OF FUND: FEDERAL

DUTIES AND RESPONSIBILITIES:

- Maintain inventory records and monitor all custodial supplies. Responsible for maintaining all procurement files for CHC grant. Handles and maintain records of Federal Program activities. Maintain a basic knowledge of the Public Service Code and other relevant legislative and Ministerial guidelines. In charge of updating bulletins at all respective areas and sending/updating all PCHC employees of Memos, announcements, etc. Maintain PCHC filing system and process daily administrative errands. Answer phones and other duties as assigned by immediate supervisor and ED.
- Logistics for all events of health activities that take place on a non-regular basis. Assist the 5 health centers AA's with distribution of all medical, pharmaceutical and office supplies. Process requisition orders for all purchases of all medical supplies, equipment, office and pharmaceutical for CHC/PHC program, overall dispensaries, OPD and home health. Maintain all records of all purchase order and inventory assets. Assist with chart run and other employee's workload.
- Participate in trainings and conferences related to office administration. Public Health convention and CHC awareness week. Participate in the delivery of important documents within the agency and other governmental agencies. Other continuing education training through PDC.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

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