



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-2018-025

OPENING DATE: 11/13/2017

CLOSING DATE: 11/24/2017

POSITION TITLE: ADMINISTRATIVE ASSISTANT I

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

LOCATION: BUREAU OF TOURISM
MINISTRY OF NATURAL RESOURCE, ENVIRONMENT & TOURISM
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Answer the telephone and provide clerical support for the overall operation of the Bureau such as copying documents, filing, emailing, running errands and preparing requisitions.
- Assist the Administrative Officer I with setting up equipment's and venue for meetings and conferences when needed.
- Assist with financial matters and personnel matters of the Bureau.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

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