



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-2018-020

OPENING DATE: 11/10/2017

CLOSING DATE: 11/24/2017

POSITION TITLE: MEDICAL REFERRAL PROGRAM COORDINATOR
(MANILA, PI)

SALARY: GL- 13/1-5, \$674.81 – \$753.23 B/W

LOCATION: BUREAU OF HEALTH ADMIN & SUPPORT SERVICE
MINISTRY OF HEALTH

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Manage the MRP-Manila offices administrative and financial duties and responsibilities. Provide financial reports on a monthly, quarterly and annual basis. Identifies and make recommendations on quality improvement activities as needed. Recommend program guidelines and operational procedures to management as necessary.....**70%**
- Works directly with the Medical Referral Office in Palau with regards to all patients' arrangements in Manila, Philippines. Meet with patients when they are in Manila, and assist them to ensure that their needs are met. Consult with Hospital staff regarding patient's treatment and arrange necessary appointments. Effectively collaborates and coordinates with relevant Hospital staff to ensure that our patients receive the best and necessary services. Perform other duties as assigned.....**25%**
- Participate in training programs to develop necessary skills and knowledge to carry out the functions of the medical referral program and management of Manila Medical Referral Office.....**5%**

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Bachelor Degree with at least three (3) years of work related experience and must have a valid Hawaii Driver's License.

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.