



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-2018-023

OPENING DATE: 11/10/2017

CLOSING DATE: 11/24/2017

POSITION TITLE:

PURCHASING OFFICER

SALARY:

GL-10/1-5, \$488.81 - \$543.88 B/W +20% STDBY

LOCATION:

BUREAU OF HOSPITAL & CLINICAL SERVICES
MINISTRY OF HEALTH
REPUBLIC OF PALAU

SOURCE OF FUND:

LOCAL

DUTIES AND RESPONSIBILITIES:

- Source new vendors for better quality products/items as well as better prices.
- Evaluates the documents submitted by the vendors for accreditation purposes (supplying the best quality and offering the best price>
- Obtains bids/quotations (at least 3 and negotiates with vendors to get better prices, deals, terms discounts and confers with vendors to ensure prompt delivery.
- Prepares/reviews purchase requisitions and orders for accuracy and ensures compliance with the government's policies and procedures.
- Assist in developing master files, templates forms and check lists to improve efficiency and effectiveness of the purchasing department.
- Assist in developing, coordinating and implementing systems, procedures and controls to ensure and effective centralized purchasing.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree with at least two (2) years of work related experience.