



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 2018-003

OPENING DATE: 11/01/2017

CLOSING DATE: 11/14/2017

POSITION TITLE: STATISTICS SPECIALIST I (2 POSITIONS)

SALARY: GL-9/1-5, \$440.04 - \$489.00 B/W

LOCATION: BUREAU OF BUDGET & PLANNING
MINISTRY OF FINANCE

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Collection of statistics from line agencies and bureaus for the statistical yearbook.
- Pre-preparation for censuses and surveys, data coding and entry.
- Assist in the compilation of the Statistical yearbook.
- Provide technical support to the supervisor in the overall activities of the office.
- Data collection and compilation for the updates of MDGs/SDGs.
- Data collection and compliant of Environmental statistics.
- Participate in appropriate training programs in order to attain necessary skills and knowledge to perform duties effectively and perform other tasks as assigned by supervisor.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

High School Diploma with two (2) years of work related experience.