



# 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-2018-096**

**OPENING DATE: 04/04/2018**

**CLOSING DATE: 04/17/2018**

**POSITION TITLE:**

LIBRARY AIDE

**SALARY:**

GL-3/1, \$303.58 B/W

**LOCATION:**

NGEREMLENGUI ELEMENTARY SCHOOL  
BUREAU OF EDUCATION ADMINISTRATION  
MINISTRY OF EDUCATION

**SOURCE OF FUND:**

LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Watch the library every time during its opening hours.....50%
- Records and issues books out and receive them....15%
- Responsible for the protection of equipment, items and materials and supplies.....10%
- Receive his/her other assignments from the Principal.....10%
- Works with individual teachers and students regarding matter related to the library.....10%
- Works under the supervision of the school principal.....5%

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High School Diploma or equivalent is required.