



# 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-2018-112**

**OPENING DATE: 05/30/2018**

**CLOSING DATE: 06/12/2018**

**POSITION TITLE:** ADMINISTRATIVE ASSISTANT I

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

**LOCATION:** BUREAU OF PUBLIC WORKS  
MINISTRY OF PUBLIC INFRASTRUCTURE, INDUSTRIES & COMM  
REPUBLIC OF PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Coordinates and provides all administrative office services, establishes and maintain a variety of files and records, review and prepares requisition, work orders, timesheets including leave forms and other office work assigned by the Director or Chief of Facilities & Maintenance.
- Compile fiscal data to ascertain fund status and for budgetary and other purposes. Prepares and process travel authorization and other documents and makes other appropriate arrangement, may establish and maintain personnel records.
- Assess the need for and establishes new or amended office procedure; recommend new or amended forms; review and revises clerical work processes, flow of work and priority assignments. Maintain inventory list of all ordered/purchase items, monitor, maintain needed part or supplies all the time.
- Acts as liaison between the Ministry, Bureau, Divisions, Branches and other government and states and private agencies. Review materials and summarizes findings and make recommendations based on findings to the Director.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High school diploma with some training or GED equivalent with at least one (1) year of work related experience.