



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-2018-105

OPENING DATE: 05/07/2018

CLOSING DATE: 05/18/2018

POSITION TITLE: ADMINISTRATIVE ASSISTANT I-II

SALARY: GL-7/1 – 8/1; \$ 358.19 B/W - \$ 396.73 B/W

LOCATION: PALAU PUBLIC LAND AUTHORITY
PALAU PUBLIC LAND AUTHORITY
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Assist in directing and coordinating staff services of the PPLA office and branches of the office, personnel, purchasing supply and other office management operation.
- Assist in receiving correspondence; assist in preparation of financial and operational reports and other documents.
- Operates the filing system and must know to operate computer, typewriter, and copier machine and fax machine.
- Assist in the preparation of time sheets and performs other related work as assigned by the supervisor.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Minimum of High School Diploma or equivalent (GED Test Certificate) plus some training with at least one (1) year of work related experience.

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.