



# 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-2018-116**

**OPENING DATE: 06/07/18**

**CLOSING DATE: 06/20/18**

**POSITION TITLE:** ADMINISTRATIVE ASSISTANT I

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

**LOCATION:** DIVISION OF LABOR  
BUREAU OF IMMIGRATION & FOREIGN LABOR  
MINISTRY OF JUSTICE  
REPUBLIC OF PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Assist the Administrative officer and Chief, Division of Labor in planning and coordinating service programs within the Bureau of Immigration & Foreign Labor.
- Responsible for handling and ensuring that all requested personnel and position actions, annual evaluations, contracts, travel authorization and travel vouchers are processed accordingly.
- Review studies and analyzes operational problems. Recommends and initiate changes. Assist in budget preparations for the Division of under the direction of the immediate supervisor – Administrative officer and Director. Work with database technician in establishing necessary database technician in establishing necessary database in support of the Divisions daily responsibilities.
- Assist in developing and justifying the Divisions personnel budget.
- Responsible for personnel payroll expenditures and financial statement, including ordering equipment and supplies for officers required for daily operations.
- Responsible for updating Division's personnel listing. Assist the personnel in the Division customers section during shortage of manpower and perform other related duties as assigned by the immediate supervisor.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High School Diploma with at least one (1) year of work related experience.