



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-2018-117

OPENING DATE: 06/07/2018

CLOSING DATE: 06/20/2018

POSITION TITLE: STATISTICS SPECIALIST II

SALARY: GL- 10/1, \$ 488.81 B/W

LOCATION: BUREAU OF PUBLIC HEALTH
MINISTRY OF HEALTH
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Prepare health related statistical materials for reports required by the ROP government, World Health Organization and various other agencies.
- Prepares national monthly morbidity report review by the Director, Bureau of Public Health.
- Prepares statistical tables, charts and graphs as required in reports for HIV, STI, Surveillance and others.
- Compiles and tabulates statistical health data for variety of uses, such as statistical studies and support for policy decisions.
- Provide training and assistance to newly hired data entry clerks such as Data Quality Assurance and Coding Procedures.
- Participants in the development of the National Health information system.
- Supervises the collection and tabulation of statistical data on specialist projects, mainly dealing with data collection, quality assurance and coding and data entry.
- Perform other duties and responsibilities as assigned by the Director of the Bureau of Public Health.
- Work closely with Public Health Medical Records personnel.
- Trains and instructs employees who collect and maintain health related statistical data.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree with at least three (3) years of work related experience.