



## VACANCY ANNOUNCEMENT: 2014-03

The U.S. Embassy Koror is seeking to employ a **Human Resources/Administrative Assistant**.

The **Human Resources/Administrative Assistant** will serve full time under the direction of the Mission Deputy, provide administrative, program, and management assistance, including back-up support to the Budget and Fiscal and Information Management sections, as required.

Incumbent has major responsibility as a Human Resources Specialist: conducts periodic salary surveys, position classification, position description reviews and ensures evaluations are completed and submitted timely. Responsible for the full spectrum of HR functions such as recruitment, development and periodic update of position descriptions, and position classification. He/she serves as the Embassy's liaison with the Department of Labor and Social Security and Bureau of Immigration and coordinates with the Regional Human Resources Office at the U.S. Embassy in Manila. She/he will conduct and finalize appropriate surveys of locally available education and medical resources, and other Washington-required surveys. The successful candidate will plan and implement an annual award program that ensures award nominations are in compliance with Embassy policy, will design award certificates, and arrange mission awards ceremony.

A successful candidate must have the following minimum qualifications: Completion of two years of college or university study in general coursework, such as mathematics, history, the arts, social sciences, management, information management, audit or other courses; at least one year prior work experience in human resources, administrative, management, or program work; fluency in English and Palauan languages (reading/speaking/writing); good working knowledge of basic management and administrative principles and of Palau's labor laws, political structure, institutions, and local programs receiving USG funds. Must be computer literate, skilled in the use of Microsoft Word and Excel, and must have a valid driver's license.

A copy of the complete position description, as well as the required DS-174 U.S. government application form, is available on <http://palau.usembassy.gov>, the website of U.S. Embassy Koror. Applications must be received by Friday, April 25, 2014. Salary range starts at \$11,586 per annum.

Please address your application to:

Mr. Thomas E. Daley  
Chargé d'Affaires  
U.S. Embassy Koror