



PALAU RED CROSS SOCIETY

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VACANCY ANNOUNCEMENT

Opening date: January 4, 2021

Closing date: January 22, 2021

Position	Health and Social Services Coordinator
Location:	Palau Red Cross Office, Koror
Salary:	\$18,000 per annum
Reports to:	Executive Director
Supervises:	Volunteers
Purpose:	Coordinate and manage all services and programs under the Health and Social Services Unit. Develop Palau Red Cross role as auxiliary to the government.
KEY RESPONSIBILITIES	
<ul style="list-style-type: none">• Responsible for coordination and management of all Health and Social Services of the Palau Red Cross Society (PRCS), under the overall guidance of the Executive Director• Responsible for development of PRCS auxiliary role to relevant partners• Responsible for the implementation of the PRCS Annual Plan and Budget and all related strategies and action plans.• Responsible for the recruitment, training, and management of volunteers for Health and Social Services (HSS) Unit• Responsible for the inventory and maintenance of the HSS equipment and supplies• Responsible for management of the HSS Unit budget in collaboration with the Finance Manager and the Executive Director• Responsible for all HSS Unit's information, education, communication and reporting• Represent PRCS in related meetings and workshops• Perform other duties as assigned by Supervisor	
KEY SELECTION CRITERIA	
<ul style="list-style-type: none">➤ Preferably Bachelor's degree + one-year work experience in related health or social services OR Associate degree + five-year work experience in related health or social services including at least one-year in project management➤ Certified First-Aid & Basic Life Support Trainer/Instructor➤ Fluent in English and Palauan languages (oral and written)➤ Proficient in Microsoft Office applications	

A Palau Red Cross a "Bedud er a Dmolech" el mo er a rokui el chad el kiei er a Belau.