



## PALAU RED CROSS SOCIETY

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### VACANCY ANNOUNCEMENT

**Opening date: April 08, 2024**

**Closing date: May 08, 2024**

Position:	<b>Health &amp; Social Services Manager</b>
Job Location:	Palau Red Cross Society Office (PRCS), Koror
Salary:	\$19,819 - \$26,903
Organizational Unit:	Health and Social Services
Reports to:	Executive Director
Job Purpose:	The Health and Social Services Manager oversees all program and services under Health and Social Services Unit.
<b>JOB DUTIES &amp; RESPONSIBILITIES</b>	
The Health and Social Services Manager is responsible for the following: <ul style="list-style-type: none"><li>• Commercial First Aid/CPR course services</li><li>• Voluntary Non-Remunerated Blood Donation activities</li><li>• Community-based health activities</li><li>• Single Incident Emergencies</li><li>• Support through membership of various health and safety related committees and groups</li><li>• All reports and data under HSS Unit</li><li>• Perform other duties as assigned by the supervisor</li></ul>	
<b>POSITION REQUIREMENTS (Education, Experience, Competencies, &amp; Languages)</b>	
<ul style="list-style-type: none"><li>➤ Bachelor Degree or higher in Health-related Field</li><li>➤ Minimum Two-Year Work-related Experience</li><li>➤ Computer Literate and Proficient in Microsoft Office</li><li>➤ Ability to Assess and Perform Tasks Independently</li><li>➤ Ability to Multi-task and Meet Deadlines</li><li>➤ Good Communication Skills and Works Well with Others</li><li>➤ Strong Management Skills</li><li>➤ Basic Knowledge of Health and WASH (Water Sanitation &amp; Hygiene)</li><li>➤ Proficient in English &amp; Palauan</li></ul>	

Applications may be picked up at PRCS Office at Old OEK Bldg. in Koror or downloaded at <https://palauredcross.org>.