



REPUBLIC OF PALAU

Office of the Public Auditor

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## VACANCY ANNOUNCEMENT

**No. VA-1601JA    Opening date: 2/18/2016    Closing date: 4/18/2016**

**POSITION** : **JUNIOR AUDITOR I (2 vacancies)**

**SALARY** : GL10/2-11 \$13,051 – \$17,862 Annually  
Commensurate with qualifications

**BENEFITS** : CSPP & SS Retirement benefits, Medical Savings & Insurance,  
Accidental Insurance, Paid Annual and Sick Leaves

**DUTIES AND RESPONSIBILITIES:** Assist higher level auditors perform audits of public offices and private organizations receiving public funds; gather information and documentation necessary for the execution of audit procedures; assist in the performance of substantive tests of specific accounts and records; assist in the preparation of documentation of internal accounting and administrative control systems; assist in the performance of tests of controls; assist in the performance of tests of compliance with laws and regulations applicable to the auditee; assist in the preparation of necessary working papers and schedules; develop familiarity with audit methodology, the audit process, audit programs, working papers, report formats and accounting system of the auditees, and other duties as assigned by Public Auditor.

### MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

- Baccalaureate degree in Business Management, with concentration in Accounting, Finance, Economics or related field, or an Associate Degree in a related field with at least 3 years of experience in accounting or related field.
- Never been convicted of a Felony and/or Misdemeanor crime, (traffic violation is not considered as a conviction of misdemeanor crime.)
- Must possess valid driver's license

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Only short-listed candidates will be contacted for an interview.

Application may be picked up at the OPA, located at Orakiruu Professional Building (ComputersPlus) at Madalaih, Koror State or downloaded from website at [www.palauopa.org](http://www.palauopa.org)  
For more information, contact Meikok Chin at telephone 488-2889 or 488-5687 or email to [mchin@palauopa.org](mailto:mchin@palauopa.org)

Satrunino Tewid  
Public Auditor