



VACANCY ANNOUNCEMENT

VA#: 2020- 007
Open: 3/17/2020
Close: Until Filled

Position: Security Service Officer (Hatchery)
Salary : Pay Level 1 1-30 (\$7,800 - \$13,852 per annum)
Location: PCC Multi-Species Hatchery
Reporting Structure: Director of Research & Development

Nature & Scope:

To regularly patrol Hatchery areas and to ensure the safety and security of all staff, patrons as well as buildings, plant and property and to assist in the prevention of damage to College assets.

Examples of Duties:

1. To provide security for the Multi-Species hatchery that includes facilities, equipment and experimental field areas at night, weekends, and holidays.
2. Maintain accurate records of any incidents occurring within the Multi-Species Hatchery facility premises and report such incidents to the state/national police and Vice President of CRE or his/her designee.
3. Provide maintenance work around Multi-Species Hatchery facility, which include collection and proper disposal of trashes and other related clean-up work around the facility.
4. Provide regular clean up to remove spider webs and dirt of the building, clean corridors and parking lot when appropriate.
5. Work cooperatively with CRE staff in building, teamwork spirit among staff
6. Work cooperatively with Director of R&D and Vice President of CRE to complete assigned tasks in a correct and timely manner.
7. Work at odd hours including evenings, weekends, holidays, early morning, and late at night as the work demand.
8. Work cooperatively with CRE Staff to produce the quality work that contributes to the achievement of the goals and objectives of CRE and PCC as a whole.
9. Abide by the applicable USDA, COM, and PCC Policies, Rules and Regulations.
10. Perform other related duties assigned by VP President or CRE of his/her designee.

Minimum Qualification Requirements:

High school diploma, must be able to speak and write in English and Palauan fluently. Experience in related field is preferred.

General Information:

Application Forms can be obtained from Human Resources Division at the above address or at our website: www.palau.edu. Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above, come in and see us or email us at hr@palau.edu.

PCC IS AN EQUAL OPPORTUNITY EMPLOYER