



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS 2015-129R1

OPENING DATE: 03/02/2016

CLOSING DATE: CONTINUOUS

POSITION TITLE: DISASTER RISK REDUCTION OFFICER

SALARY: GL-12/1-7, \$ 605.38 - \$ 700.08 B/W

LOCATION: NATIONAL EMERGENCY MANAGEMENT OFFICE
OFFICE OF THE VICE PRESIDENT
KOROR, REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Perform other DRR roles and responsibilities as prescribed in the Framework; Provide assistance and support to the National Emergency Committee (NEC) on mitigation and activities; Support multi-hazard and risk assessment activities; Support disaster management activities and programs 25%
- Assist and support State Government and Communities on mitigation programs and activities; Cooperate, coordinate and collaborate approaches to disaster risk reduction with key sectors; Liaise with all relevant stake holder/ agencies; Develop disaster risk reduction programs and activities with all states; Develop and Incorporate disaster risk reduction programs and activities at the community level 25%
- Research and incorporate into planning programs recommended risk reduction measures; Speak in public of community; Recommends corrective actions; Prepare and submit concise reports; Support in identifying tools and technology suitable to assist the DRR process 25%
- Support development of DRR mainstreaming policies to strengthen development planning budgetary decision making processes; Assist NEC and NEOC during time of emergencies; Review submitted reports and edit for corrections; Attend meetings, trainings, conferences on or off-island; Perform other duties as may be assigned by the supervisor 25%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

BA or BS Degree in Environmental Science and/or Biology and or Climate Change related majors or field; Read, write, speak and understand both English and Palauan Language; Knowledge and ability to operate typewriter and computers; Must have a valid Palau's driver license; and Review submitted reports and edit for correction.

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776
Email: bpss@palaugov.org Website: <http://palaugov.pw/bpss>

Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.