



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-2017-020R1

OPENING DATE: 03/22/2017

CLOSING DATE: Continuous

POSITION TITLE: EXECUTIVE DIRECTOR

SALARY: GL-14/1, \$ 762.27- \$1034.73 B/W

LOCATION: PALAU ELECTION COMMISSION
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Serves as Palau Election Commission Executive Director; interprets and applies the provisions of the Palau National Code to the public on voting process.
- Plans, direct and administers the processing and maintenance of elections in the ROP through subordinate personnel; prepares for each election by ordering ballots, precinct voting kits and other supplies.
- Oversees the preparation of computer equipment programming, election supplies, ballots and sign; conduct state voter education prior to each state election; prepares all volunteers and presiding officers for upcoming state and national elections early and coordinate all work sites; plans and develops an annual budget for the Palau Election Commission Office and ensures all expenditures are within allocated budget amount.
- Responsible for compliance with all election regulations and submission to maintain an election related website to ensure timely and accurate election information; responsible for publication and posting of required notices; works with media organizations to advertise polling locations and other information on behalf of the PEC; responsible for all voter registration activities.
- Perform other duties/ responsibilities as may be assigned by the Commission.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Bachelor Degree in Business Management or public relation with at least five (5) years of work related experience.