



# 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-2016-133R1**

**OPENING DATE: 08/11/2017**

**CLOSING DATE: CONTINUOUS**

**POSITION TITLE:** EDUCATION SPECIALIST I-IV (ENGLISH)

**SALARY:** PL-10/1 – 12/1  
\$488.81 B/W - \$605.38 B/W

**LOCATION:** BUREAU OF CURRICULUM & INSTRUCTION  
DIITT, MOE CENTRAL OFFICE  
MINISTRY OF EDUCATION

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Assist in the coordination and supervision of the English program for the Bureau of Curriculum & Instruction; assist principals in monitoring implementation of the English curriculum framework in the classroom by making periodic visits to school sites, Assist teachers in developing yearly, quarterly, monthly, weekly or daily lesson plans that are aligned with the English curriculum framework and learning targets.
- Assist in reviewing, assessing, revising, researching, adapting or developing appropriate curriculum materials and mass produce for classroom use; Assist in developing, reviewing, evaluating and revising the English curriculum framework as needed to meet the needs of students and overall mission of the Ministry of Education; Review and evaluate the English programs materials for relevancy and make recommendations to supervisor.
- Assist in providing pre-service and in service training and technical assistance to teachers, principals, and staff on lesson planning, how to implement the social studies curriculum standards, strategies for implementing effective learning activities in the classroom, how teacher can monitor their own work, how to develop/write appropriate tests to assess students performance, their students, and their class in general and other training topics as needed.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Associate Degree (AA or AS Degree) with at least three (3) years of work related experience.

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776

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