



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 2017-098

OPENING DATE: 09/08/2017

CLOSING DATE: 09/21/2017

POSITION TITLE: EXECUTIVE DIRECTOR

SALARY: GL-14/1-5, \$762.27-\$851.65 B/W

LOCATION: PALAU ENERGY ADMINISTRATION
MINISTRY OF PIIC
KOROR, PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Plan and develop a comprehensive program for the Palau Energy Administration and its mandate from the Palau Energy Act of 2016, and the development of achieving the Palau NCD targets. Responsible for the planning and formulating the administration's annual budget; develop annual energy report, organize and properly staff the administration, evaluate performance of all personnel, ensure good morale, discipline, and promote productivity within the administration.
- Develop a work schedule of assignments and projects, ensure adequate manpower and material requirement to complete projects at the proper time. Ensure that all resources are effectively and fully utilized, that materials are safeguarded and preserved; ensure coherent work collaboration with public and private entities.
- Supervise all personnel of the administration and ensure proper preventive measures, recommend promotion or disciplinary action in case circumstances arise. Control and audit all administrative activities and assets for efficient and effective execution. Initiate necessary correspondences, communications and reports on all matters under the jurisdiction of the administration.
- Assist the Minister of PIIC and Commerce in preparation of all projects, grants and regulations for the energy sector and the promotion, development and encouragement on the use of alternative energy, and act as an advisor and advocate as necessary on matters regarding the Palau energy sector.
- The Executive Director shall represent the administration in the membership with SPC, UNDP, SPREP, UAE, IRENA, ACEF, JCM, NREK, ASES, NCWG and other local, regional and international agencies relevant to the administration's goals and objectives as directed by the Minister of PIIC and Commerce.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Bachelor Degree in Business management or related field with at least five (5) years of work experience.