



# 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 2018-014**

**OPENING DATE: 11/10/2017**

**CLOSING DATE: 11/24/2017**

**POSITION TITLE:** CHIEF

**SALARY:** GL- 14/1; \$762.27 B/W

**LOCATION:** DIVISION OF CURRICULUM & INSTRUCTION  
BUREAU OF CURRICULUM & INSTRUCTION  
MINISTRY OF EDUCATION

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Develop appropriate curricula for all public schools. Develop and implement student assessment to gauge student learning. Review and evaluates activities, operations and staff performance.
- Identify/acquire appropriate instructional materials for all public schools. Plans, organizes, directs and coordinates the division's instructional and allied programs; formulates divisional policies, procedures and objectives. Plans and develops in conjunction with program managers and coordinators basic program directions; develops appropriate instructional materials for inclusion at every level of public schools curricula.
- Make recommendations for the creation of supplemental and complimentary programs for curriculum and instructional materials development where possible and appropriate, thru other funding source. Supervise, reviews and evaluates the planning, development, implementation and evaluation of curriculum materials and instruction method for continued improvement.
- Recommend minimum qualifications and requirements for public schools teachers. Conduct workshops for teachers, principals and/or specialist; Initiates and prepares programs, proposals and applications for education related federal programs. Submit report on the progress of the division and operation unit under supervision on regular basis.
- Perform other duties as assigned by the Director of the Bureau.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

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