



# 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-2018-027R1**

**OPENING DATE: 01/17/2018**

**CLOSING DATE: Continuous**

**POSITION TITLE:** FOREIGN SERVICE OFFICER I-II

**SALARY:** GL-11/1–12/1  
\$ 543.65 - \$ 605.38 B/W

**LOCATION:** BUREAU OF FOREIGN AFFAIRS & TRADE  
MINISTRY OF STATE  
REPUBLIC OF PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

**FSO I**

- Act as point of contact for all information regarding all trade matters and grants and assistance from all international and regional donors
- Prepare formal communications and assist in assessment and research of the Republic's interest in joining any international and regional organizations and liaises with internal ministries within the government of the ROP and other concerned agencies by following up drafted internal problems, projects and plans through foreign aids
- Gather information on socio-economic and political state of various countries deemed of interest to the republic; assist the Division Chief and Director in maintaining and gathering relevant information on trade and related environmental, and economic development issues; assist in maintaining Palau's membership in all international and regional organizations and all legal instruments to which Palau is a party or signatory
- Monitors through appropriate channels within the government all formal contact and on-going activities between the international and regional organizations and Palau; assists in all communications and work matters from the international and regional communities to the Republic in promoting Palau's interest overseas and participation in promoting and advancing Palau's Foreign trade policy
- Disseminate all relevant information in international and regional trade development and all grants and assistance to various ministries and other agencies
- Perform other duties that may be assigned by Director and/or Minister from time to time

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

Email: [bpss@palaugov.org](mailto: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.**

**FSO II**

- Disseminates all relevant information/ correspondence to various ministries and agencies including coordinate the responses from Palau in the form of drafted formal communications and diplomatic note; Develop foreign contacts in and out of politics and government to advance Palau's political interests.....**30%**
- Research information on various issues and provide concept notes tying into the interest of the Republic and provide assistance for preparation of briefing on various foreign matters to the Chief, Director, Minister, and/or the President; Assessing the impact of political developments on Palau and making recommendations on action by our government.....**30%**
- Monitors through appropriate channels within the government all formal contact and on-going activities between Palau and bilateral partners including the international and regional organizations to which Palau has membership; Monitoring activities in international organizations which Palau is not a member and engaging with such groups.....**20%**
- Supporting high-level visits and advising policymakers on how to communicate with foreign governments.....**10%**
- Perform any other duties as assigned by the Chief, Director, or the Minister of State.....**10%**

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Minimum of Associate Degree with at least one (2) years of work related experience.