



# 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 #: OUR OCEANS - ED**

**OPENING DATE: 04/19/2018**

**CLOSING DATE: Continuous**

**POSITION TITLE:** Executive Director, Our Oceans

**SALARY:** \$27,086 - \$45,045 (Commensurate with Experience and Qualifications)

**LOCATION:** Koror, Republic of Palau

**SOURCE OF FUND:** External Grant Funds

## **General Description**

Under the direction and guidance of the Executive Committee, this person is responsible for the planning, organizing, staffing, motivating, directing, and management of the “Our Oceans 2020” Committee to prepare, host, and participate in the Global Conference.

## **Duties and Responsibilities**

- Work with Committee to plan, hold and report on Global Conference in 2020
- Directs and oversees fundraising efforts
- Maintains communications with partners (Indonesia, USA, Chile, EU, Norway)
- Coordinate, develop agenda, develop and track committee budget, and support committee and sub-committee meetings
- Draft policies and procedures for Conference, prepare and track commitments, status and results in consultation with the committee members;
- Develop financial and programmatic report to the committee
- Provide advice to committee when necessary to ensure a successful conference
- Coordinate and manage staff including those assigned from other agencies
- Organize meetings abroad and in Palau for committee
- Maintain communication and customer service standards
- Ensures a well-functioning and clean office area
- Ensures a safe and secure office

## **MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

### **Education:**

Bachelor’s Degree in Business Administration, Accounting, Finance, or related to Business / Management.

- Must have at least five (5) years or experience with the following:
  - Working with Boards and Committees
  - Working together or communicating with business and NGO's
  - Success Working on Projects, Preferable organizing events/meetings
  - Experience and knowledge of Government operations and policies
- Travel ability experience to US, Asia, Europe

## **Skills**

- Ability to maintain relationships with partners and within organization
- Ability to act professionally
- Reading and comprehension at College Level
- Ability to operate in fast-paced environment, varying deadlines and varying schedules
- Competence with Microsoft Word, Excel, and Power Point
- Competence with Social Media – Facebook and Twitter is useful
- Email skills
- Written and Speaking skills including international correspondence
- Excellent Organization Skills to manage project and entrepreneurial spirit

## **Supervisory Requirements**

- Will be expected to work with general direction from the Committee, must be able to develop and execute plans, projects, and various activities without supervision.
- Supervise Office Staff and Staff from other agencies exceeding 20 persons
- Work with Event Planner to manage Conference event in 2020
- Work with Committee and Subcommittees to maintain pace and achieve results

**If you are interested, please email your resume and cover letter to the following emails by the closing date:**

[bpss@palaugov.org](mailto:bpss@palaugov.org)