



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-2018-106

OPENING DATE: 05/07/2018

CLOSING DATE: 05/18/2018

POSITION TITLE: REALTY OFFICER

SALARY: GL-12/1; \$ 605.38 B/W

LOCATION: PALAU PUBLIC LAND AUTHORITY
PALAU PUBLIC LAND AUTHORITY
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Review and researches records to all public lands; compiles information and record on all public lands
- Developing, updating, and maintaining and accounting system of all public lands within the Republic of Palau.
- Serves as a researcher and investigator of PPLA office; initiates and completes research work for all claims to public lands and report the same to the Executive Director, recommends to the Executive Director whether or not appropriate administrative and/or legal actions may be in proper order for certain situations depending on his or her research.
- Assists the Executive Director in coordinating good working relationship with the respective state public lands authorities; oversees and assists the records in keeping system within PPLA and the state public lands authorities when requested.
- Facilitates all investigation aspect of claims to public lands including on-site inspections and interviews; working closely with the Bureau of Lands & Surveys and the Land Registration Officers.
- Supervise the work of Realty Specialists and Technicians; assist interested officials and members of the general public who seeks information on public lands and decides based on facts available, whether or not PPLA is the appropriate office to assist the same or referral to other sources is necessary.
- And perform other related duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Must have Bachelor's 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

Email: 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.