



P.O. Box 248
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VACANCY ANNOUNCEMENT #17-11 2nd Posting

POSITION: Information Technology Project Manager/ Assistant Deputy
Administrative Director (Exempt)

LOCATION: Palau Judiciary - Ngerulmud, Republic of Palau

STARTING SALARY: PAY LEVEL 16/9
\$35,252.00 Annually or commensurate with experience

OPENING DATE: May 18, 2017

CLOSING DATE: Until filled


MINIMUM QUALIFICATIONS:

- Bachelors Degree in related field and experience in project management
- Basic programming and database management skills
- Ability to work independently and quickly acquire subject matter expertise
- Ability to lead and supervise
- Emphasis on strength of character, initiative, honesty, resourcefulness in problem-solving, good judgment and dedication to hard work

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Oversees creation and ongoing maintenance of electronic database of court records which will be searchable by the public on the Judiciary website.
- Supervise data entry clerks and other court staff assisting with creation of electronic database of court records.
- Update and implement procedures to organize electronic and paper records kept by Judiciary and ensure easy access to records by Justices and court staff.
- Design and generate summary reports from electronic databases.
- Performs Administrative duties to assist Deputy Administrative Director.
- Supervise Judiciary employees stationed at Ngerulmud.
- Recommends and implements systems and structure for the improvement in the administration of the Judiciary.
- Performs other duties assigned by the Chief Justice.

HOW TO APPLY: Application form can be obtained from the Office of the Clerk of Courts of the Palau Supreme Court in Koror and Ngerulmud or on our website <http://palausupremecourt.net>. Completed forms along with all necessary documents shall be submitted to Ms. Hasinta Tabelual, Human Resource Specialist at Ngerulmud or Mrs. Allison Sengebau at the Clerk of Courts Office in Koror.


Wandalynn T. Remeliik
Deputy Administrative Director