

P.O. Box 248  
Koror, Palau 96940  
Tel: (680) 488-2607/3331/4979 ext: 239  
Fax: (680) 488-1597  
Email: palaujudiciary@palaunet.com

## VACANCY ANNOUNCEMENT #17-13

---

**POSITION:** Budget Officer

**LOCATION:** Palau Judiciary  
Ngerulmud, Republic of Palau

**STARTING SALARY:** PAY LEVEL PL 17/1 \$31,727.00 annually or  
negotiable commensurate with experience

**OPENING DATE:** May 24, 2017

**CLOSING DATE:** Until filled

---


### MINIMUM QUALIFICATIONS:

- Bachelors Degree from an accredited college or university in the field of Accounting, Finance or Business Management or a related field
- Four (4) years' experience in an accounting, budgetary, or management position is required.
- Demonstrated skills, knowledge, and ability in:
  1. Strong computer skills
  2. Good interpersonal, communication, organizational, and administrative skills
  3. Knowledge of accountancy software
  4. Ability to work independently and to lead and supervise subordinates
- Emphasis on strength of character: Honesty, initiative, resourcefulness, good judgment and dedication to hard work.

### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Supervises the planning, organizing and management of the Palau Judiciary Budget.
- Maintains an accurate accounting system and is responsible for all financial transactions.
- Ensures efficient coordination of various departmental grants and designated accounts.
- Supervises the management of funds collected from court services, court cost and court case party payments.
- Prepares the annual Judiciary Performance Budget Report. Facilitates in the preparation of all financial and non-financial reports.
- Utilizes the Judiciary Information Systems to assist with financial management responsibilities.
- Recommends and implements systems and structures for the improvement in the budget administration of the Palau Judiciary.
- Performs other duties as 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 Ngerulmud or Koror. Completed forms along with all necessary documents shall be submitted to Ms. Hasinta Tabelual, Human Resource Specialist at Ngerulmud or Mrs. Allison Sengebau, Clerk of Courts Office at Koror.

  
Wandalynn T. Remeliik  
Deputy Administrative Director