



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 #18-01 (2nd Posting)

POSITION: Deputy Administrative Director

LOCATION: Palau Judiciary/Koror, Palau

STARTING SALARY: PAY LEVEL 17/9, \$41,363.00 Annually or
Commensurate with experience

OPENING DATE: October 11, 2018

CLOSING DATE: Until filled

MINIMUM QUALIFICATIONS:

- College educated with preference for advanced degree and experience in administrative work
- Ability to create efficient teams, supervise and coordinate
- 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:

- Performs duties assigned by the Administrative Director
- Conducts meetings of department supervisors
- Prepare and review contract.
- Ensure all Judiciary employees comply with Personnel Rules, Regulations and Policies of the Judiciary
- Serves as liaison to national and state government agencies in matters pertaining to the operations of the Judiciary
- 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 or Ngerulmud. Completed forms along with all necessary documents shall be submitted to Ms, Hasinta Tabelual; Human Resource Specialist at Melekeok or Mrs. Allison Sengebau, Clerk of Courts Office in Koror.

Luisa Kumangai
Acting Deputy Administrative Director