



**SUPREME COURT
THE JUDICIARY
REPUBLIC OF PALAU**

P.O. Box 248 Koror, Palau 96940
Telephone: Koror: (680) 488-2607/4979/3331/1585
Capitol: (680) 767-2482/2607
Facsimile: Koror (680) 488-1597 or
Capitol: (680) 767-2606
E-mail address: judiciary@palausupremecourt.net

VACANCY ANNOUNCEMENT # 19-07

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: April 1, 2019

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.
- Recommend and implement systems and structures for improvements to 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



Rose Ongaribang
Acting Deputy Administrative Director