



# VACANCY ANNOUNCEMENT 24-3

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POSITION TITLE : DEPUTY BUDGET OFFICER  
SALARY : PAY LEVEL 15/1 (\$1,010.46 B/W; \$26,272.00 per annum)  
LOCATION : BUDGET OFFICE  
OPENING DATE : April 10, 2024  
CLOSING DATE : Until Filled

## **REQUIRED MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Accounting or 5 years' related work experience;
- Demonstrate knowledge, skills or ability in accountancy software and financial reporting;
- Decent command of the Palauan and English languages and is able to read, understand, and write in both languages;
- Computer literate in both Windows and Mac;
- Has good work ethics, honest, resourceful, take initiatives, and is a quick study; and
- Has no criminal convictions involving moral turpitude.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- The Deputy Budget Officer, in conjunction with the Budget Officer, supervises the Senior Account Specialist, Account Specialist and Administrative Assistant, and oversees the operations of the Judiciary's Budget.
- Performs tasks related to budgeting and budget control, assists with the design and maintenance of the budgeting program.
- Reviews and analyzes budget and collaborates with the departmental requests and participates in financial/budget committees.
- Assists Budget Officer with providing on the ground guidance, and recommendations on all aspects of the Judicial budget and Fiduciary Account in accordance with the laws, regulations, and policies of the Judiciary and the Republic of Palau.
- Receives and analyzes annual budget requests from Supervisors, assists in preparing initial budget proposal for submission; attends budget hearings and responds to inquiries as appropriate.
- Monitors expenditures, ensuring compliance with established policies and procedures of the Judiciary and adherence to all applicable ROP procurement law; reviews availability of funds for requests, and prepare reports detailing impact on budget and recommendations.
- Assists and advises department heads on general fiscal and budgetary matters throughout the year, as requested.
- Assists with directing the work activities of assigned staff to compile, review, recommend and implement new ideas and financial strategies adhering to established policies and procedures.
- Reviews and analyzes assigned departmental grant applications, grant rewards and contracts to ascertain the impact to the budget.
- Oversees the production of monthly and quarterly reports.
- Ensures confidentiality and security of all financial and employee files.
- Researches and recommends programs, policies, and procedures to improve the effectiveness and efficiency of the Budget Office including new software, internal controls, new electronic payment technologies and customer service.
- Performs other related duties assigned by the Budget Officer or the Office of 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 or from Judiciary website. Completed application along with all necessary documents shall be addressed to Ms. Shaina N. Shiro, Human Resource Specialist, and submitted to the Clerk of Courts in Koror or in Ngerulmud.