



## VACANCY ANNOUNCEMENT 25-2

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POSITION TITLE : General Counsel Exempt  
SALARY : \$60,000.00 Annually  
LOCATION : Judiciary Complex, Ngerulmud, Melekeok  
OPENING DATE : February 11, 2025  
CLOSING DATE : UNTIL FILLED

### **REQUIRED MINIMUM QUALIFICATIONS:**

- Must be a graduate of an accredited law school with a Juris Doctor (JD) or equivalent degree.
- Must be a licensed attorney in good standing with a recognized bar association.
- Minimum of five (5) years of legal experience, preferably in government, administrative, or judicial settings.
- Strong knowledge of legal principles, judicial procedures, and contract law.
- Excellent legal research, analytical, and problem-solving skills.
- Strong written and oral communication skills.
- Ability to work independently and collaboratively with judges, court staff, and external agencies.
- Familiarity with the legal framework of the Republic of Palau is preferred but not required.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Position Overview:** The Palau Unified Judiciary is seeking a highly qualified and experienced attorney to serve as General Counsel. The General Counsel is responsible for providing legal advice and guidance to the Chief Justice in his capacity as the Administrative Head of the Judiciary. The position plays a critical role in ensuring compliance with legal and regulatory requirements, representing the Judiciary in legal matters, and assisting in legislative matters before the OEK Legislature. Duties include, but not limited to:

- Provide legal advice and guidance to the Chief Justice and Judiciary leadership on a broad range of legal and administrative issues.
- Represent the Judiciary in legal actions and proceedings.
- Assist the Chief Justice in legislative matters, including appearing before the OEK Legislature as needed.
- Negotiate, draft, and maintain contracts, including letters of intent and memoranda of understanding, with governmental and non-governmental entities, with the approval of the Chief Justice.
- Work with the Judiciary's courts and departments to draft, revise, and update rules, forms, and policies related to criminal, civil, probation, and administrative matters.
- Ensure the Judiciary's compliance with laws, rules, and regulations applicable to its functions and operations.
- Monitor and track legislation that may impact the Judiciary in areas such as employment, procurement, and judicial processes.
- Perform other legal and administrative 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 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.