



# JOB VACANCY ANNOUNCEMENT

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IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

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**VA #: BPSS 2019-080**

**OPENING DATE: 02/01/2019**

**CLOSING DATE: 02/14/2019**

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**POSITION TITLE:** REALTY TECHNICIAN II

**SALARY:** GL-8/1, \$396.73 B/W

**LOCATION:** PALAU PUBLIC LAND AUTHORITY  
KOROR, REPUBLIC OF PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Assistant to the realty officer in charge of the land records within ppla office; incumbent must be able to fill his supervisor's position in a highly efficient manner anytime the realty officer is absent either momentarily or while on leave of absence. **25%**
- Under general supervision, makes field investigations, including close working relationship with land surveyors to evaluate public lands and activities involving public lands; assists in reviewing appraisal activities to determine if appraisals conform to program objectives; conducts preliminary inquiries into boundary disputes and recommends action to superior; prepares correspondence, reports, proposal for changes in procedures, regulations and policies. **25%**
- Responsible to the realty officer for supervising the care and maintenance of files and records; ensures accurate recordation of all land documents and makes land records available to visitors of ppla; establish and maintain within the office of ppla filing and recordation registry system, and research available documents and maps in connection with land matters in the republic of palau. **25%**
- May serve as official recorder at hearings; may translate information from palauan to english and vice versa; responsible for entering and/or microfilming of all land records into computer; and performs other related duties as assigned. **25%**

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High School Diploma plus some technical training with at least two year of work related experience.

Bureau of Public Service System PO Box 6011; Koror, Palau 96940 Tel: (680)767-2415 / (680)488-4776

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**Applications are available and may be submitted to our offices located in the Ministry of Finance in Koror or Capitol Building in Melekeok.**