



JOB VACANCY ANNOUNCEMENT

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.

VA #: BPSS-2016-194R1

OPENING DATE: 01/07/2019

CLOSING DATE: CONTINUOUS

POSITION TITLE: DIRECTOR

SALARY: GL-16/1; \$1,041.77 B/W

LOCATION: BUREAU OF REVENUE & TAXATION
MINISTRY OF FINANCE
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

Program Development & Administration.....60%

- Develop regulations, policies, procedures, and processes to ensure consistency with requirements of law, government policy, and program goals and objectives
- Develop short to long-term goal, objectives and priorities for the Bureau and establish timetables to achieve each goals and objectives; Assign responsibilities for all Division Chiefs and timeframes to which the assigned tasks are to be achieved
- Established and coordinate control over the administration to protect integrity of the Bureau
- Coordinate staff meetings and communicate issues and changes pertaining to the operation of the Bureau
- Prepare reports on the progress of the Bureau operations and any other specific reports required by the Minister or appropriate authority
- Prepare the Bureau's fiscal year budgets and execute authorized budget accordingly
- Monitor the implementation of the budget including expenditures and the use of resources
- Establish performance budgeting standards to measure the level of achievement for the Bureau

Staff Development and Management.....40%

- Establish staffing standards and structure organization based on workload, program coverage, staff turnover, etc
- Coordinate with Chiefs to identify training needs and prepare to provide direction for adequate training for staff.
- Evaluate staff performance and take necessary actions to reward and discipline employees
- Coordinate with Division Chiefs to prepare operational activities for each Division and provide guidelines, procedures, flowcharts, etc. for all staff to follow
- Coordinate with Chiefs on the scheduling processes

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

- Minimum of Bachelor's Degree with at least five (5) years of work related experience