



# 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-2019-099R1**

**OPENING DATE: 04/10/2019**

**CLOSING DATE: CONTINUOUS**

**POSITION TITLE:**

EXECUTIVE OFFICER

**SALARY:**

GL-13/1-5, \$674.81 - \$753.23 B/W

**LOCATION:**

FOREIGN INVESTMENT BOARD  
KOROR, REPUBLIC OF PALAU

**SOURCE OF FUND:**

LOCAL

**DUTIES AND RESPONSIBILITIES:**

- To assist the Chairman and members of the Board to implement and enforce the Foreign Investment Act.
- To maintain accurate and complete recordings of all correspondence; minutes; and reporting of all FIAC applications and license. To work closely with staffs and legal counsel accordingly under the act.
- To assist interested investors, responding to inquiries and review FIAC applications to ensure the required information is complete or will inquest applicant to furnish additional information for proper evaluation of the application.
- To prepare annual budget, and to provide staff support and assistance on daily operation in order to carry out the entire function of Foreign Investment Board. Including preparation of annual budget.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Bachelor Degree in Business Management or public relation with at least five (5) years of work related experience.