



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 2019-062R1

OPENING DATE: 06/03/2019

CLOSING DATE: 06/14/2019

POSITION TITLE: CHIEF

SALARY: GL—14/1, \$762.27 B/W

LOCATION: DIVISION OF AGEING
MINISTRY OF COMMUNITY & CULTURAL AFFAIRS
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

1. Strategy and Planning

- Coordinates the further development of ageing strategies and policies in line with national strategies;
- Provide leadership in the implementation of the national ageing policies and strategies.
- Support the development of clear policy and practice change targets on gender within the Bureau of Aging, Disability and Gender programs, as well as at State and National levels, through a process of critical analysis and reflection;
- Provide leadership and technical support in the development and implementation of viable work plans for the Bureau of Aging, Disability and Gender, State and National levels, in line with country strategies and the overall ageing strategies;
- Coordinate the development of the annual budget for the Division of Ageing programs and ensure their adequate implementation.

2. Gender Research and Advocacy Work

- Support cross-cutting research and advocacy work around the ageing;
- Coordinate capacity building initiatives on gender for National and State agencies and partners;
- Keep abreast of research and policies development on ageing.
- Develop and maintain sustained partnership with civil society organizations;
- Prepare awareness and advocacy materials for gender related work.
- Develop reports on ageing work;
- Contribute to the internal review of reports from country and area programs related to ageing work.

3. Monitoring and Reporting

- Organize the review of the ageing programs;
- Coordinate reporting processes on the ageing work and prepare consolidated annual performance reviews on the Division's work on ageing;
- Document lessons learned from review processes in order to continuously improve the quality of ageing work.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Bachelor Degree in Social Science, Ageing or related field with at least five (5) years of work related experience.