



# 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 2019-142**

**OPENING DATE: 06/05/2019**

**CLOSING DATE: 06/18/2019**

**POSITION TITLE:** CUSTOM OFFICER I (4 POSITIONS)

**SALARY:** GL-10/1, \$488.81 B/W

**LOCATION:** BUREAU OF CUSTOMS & BORDER PROTECTION  
MINISTRY OF FINANCE  
REPUBLIC OF PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

Program Development:

- Assists the Bureau of Customs and Border Protection for developing and promulgating customs policies, procedures and processes.
- Assist Class 3 and 2 officers in enforcing policies and procedures related to Bureau/Division.
- Assist Class 3 and 2 officers to enforce required administrative policies and procedures related to management of the Bureau/Division; including development and review of all customs forms, BCBP OPSs and other required documentation used for processing Import Tax.

Program Administration:

- Responsible for assisting BCBP in enforcing the process of daily operation of all sections at Customs & Border Protection.

Assist Class 3 and 2 officers to inspect any conveyance that enters Palau, provides assistance to all Sections under BCBP on the proper procedures and processes.

Assist IT section by sharing new information to Importers on imported goods based on the changes of the Law and to assist sub-units on interpretation of the Law.

Assist Class 3 and 2 officers with the implementing new Revenues Collection Policies for right amount of taxes to be collected and deposited.

Collect import taxes and any other taxes according to the laws.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

High School Diploma or GED with at least three (3) years of work related experience in customs or revenue assessment.

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

Email: [bpss@palaugov.org](mailto:bpss@palaugov.org) Website: <http://palaugov.pw/bpss>

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