



# 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-2019-140**

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

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

**POSITION TITLE:** EXECUTIVE DIRECTOR

**SALARY:** GL-14/1-15/5, \$762.27-\$995.96 B/W

**LOCATION:** ANTI-HUMAN TRAFFICKING  
MINISTRY OF JUSTICE  
KOROR, REPUBLIC OF PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Responsible for the successful implementation of the goals of the MOJ AHTO including ensuring MOJ AHTO and all partners achieve the highest level of service and outreach to the Republic, Actively serve as the primary point of contact for the partnership between MOH AHTO and other partners; Serves as representative of the MOJ AHTO, Represent the vision, mission and goals of MOH AHTO's anti-trafficking programming and educate a wide range of public and private partners, in order to increase awareness and identification of victims of trafficking; Active attendance at all relevant meetings and assuming leadership positions in order to achieve the goals of the program in local coalitions and task forces, as well as any other key state and national agency addressing human trafficking in Palau;
- Work closely with the Bureau of Immigration & Foreign Labor, Micronesia Legal Services Corporation, and the Human Trafficking Task Force; Actively participate in the delivery of services by maintaining a caseload and providing individualized orientation, support, referral and advocacy services to victims of human trafficking assisted by the MO AHTO;
- Track victims through the program utilizing data systems to ensure all services are provided in a timely manner and properly documented; Ensure victims success with a strong emphasis on empowerment through high quality services that supports clients to thrive in their community; Maintain compliance with case file management and reporting requirements; Adhere to all MOJ AHTO policies, protocols and organize meetings are required.
- Actively participate in ensuring the program is fully resourced; Track relevant legislative activities and actively participate in public outreach and advocacy to state and national legislators to ensure legislation appropriately addresses trafficking and supports victims; Coordinate and collaborate with relevant partners involved in the evaluation of the programs; complete all reports in a timely fashion and performed other related duties as assigned by the Minister of Justice or Task Force.

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.**

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Bachelor's Degree or equivalent from an accredited college or university in the field of Social Work, Psychology, international relations or other related field with at least five (5) years in management position with extensive working experience in law enforcement related fields. No felony convictions or more than two misdemeanors in crimes of violence, crimes involving dishonesty or moral turpitude in any jurisdiction.

Must undergo drug testing under the supervision of the Director, Bureau of Immigration & Labor and if tested positive, will be required to take another test within 5 working days and if tested positive again, will be disqualified and will not be eligible to reapply for employment with the National Government for a period of 3 years (see PNC 33 ss1203 (b) and ss1205).