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 2020-105R2 OPENING DATE: 6/09/2020 CLOSING DATE: CONTINUOUS

POSITION TITLE: CHIEF

SALARY: GL—14/1, $762.27 B/W

LOCATION: DIVISION OF AGING
BUREAU OF AGING, DISABILITY, & GENDER
MINISTRY OF COMMUNITY & CULTURAL AFFAIRS
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

1. Strategy and Planning

• Coordinate the further development of aging strategies and policies in line with national strategies;
• Provide leadership in the research and implementation of national aging policies and strategies;
• Support the development of clear policy and practice change targets on aging 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 and area strategies and the overall aging strategies;
• Coordinate the development of the annual budget for the Division of Aging programs and ensure their adequate implementation.

2. Aging Research and Advocacy work

• Support cross-cutting research and advocacy work around the aging.
• Coordinate capacity building initiatives on aging for National and State agencies and partners.
• Keep abreast of research and policies development on aging.
• Develop and maintain sustained partnerships with Civil Society organizations.
• Prepare awareness and advocacy materials for aging related work.
• Develop report on aging work.
• Contribute to the internal review of reports from country and area programs related to aging work.
3. Monitoring and Reporting

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

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

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