**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.

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<th>VA #: BPSS-2020-005R2</th>
<th>OPENING DATE: 06/10/2020</th>
<th>CLOSING DATE: CONTINUOUS</th>
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**POSITION TITLE:** ECONOMIC DEVELOPMENT OFFICER II

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

**LOCATION:** BUREAU OF COMMERCE
MINISTRY OF PUBLIC INFRASTRUCTURE, INDUSTRIES & COMM
REPUBLIC OF PALAU

**SOURCE OF FUND:** LOCAL

**DUTIES AND RESPONSIBILITIES:**

- Audit books and accounts of credit unions and cooperative associations, examines records of individual accounts, compute dividends and patronage refunds, prepare annual statement for Credit Unions and cooperative associations, collect data conduct survey. Principal staff liaison to the EAG (Economic Advisory Group). Undertake analysis and evaluation of economic and business development opportunities and identify strategies to develop these opportunities. Secure funding for economic development activities and programs. Liaise with other economic development organizations.
- Develop and manage programs and services to improve the business environment in the community. Act as primary contact for business and investor inquiries and act as liaison with local business community, industry and government agencies. Promote local opportunities and identify valuable commercial and industrial lands and assists business and investor prospects to view these properties.
- Identify needs for and develop a variety of promotional and marketing tools and community building events to attract new businesses and new residents to the Community. Develop resource to support implement and monitor effective marketing strategies. Conduct research, analysis, planning evaluation for the EAG and the community.
- Maintain an awareness of local and national economic planning programs and activities. Develop and maintain active contact with other business and economic development organizations and government agencies in order to stay abreast of current programs and services and ensure that the community’s interested are served. Provide information and updates to the public at large. Facilitate partnerships between business, government, financial and education institutions and the community.
- Perform such other duties as may be assigned by the Chief or Director.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Associate Degree in Accounting or related field with at least two (2) years of work related experience.