



Protected Areas Network Fund

P.O. Box 6094, Koror Republic of Palau 96940

Phone:(680) 488-3863 | Fax:(680) 488-1314

Email: info@palaupanfund.org | Website: www.palaupanfund.org

JOB VACANCY

PAN Fund is seeking a full time Site Advisor

POSITION SUMMARY:

The Site Advisor is responsible for ensuring PAN Members States achieve compliance. As a member of the management team, the SA will be the primary liaison between PAN Program and PAN Member States; including involvement strategic planning, evaluation, and professional development initiatives for the PAN states. Assist PAN States to meet PAN Reporting requirements and other established standards.

Visit our web site: www.palaupanfund.org for Application Form and Job Vacancy Information or you may stop by our office located at the following address:

Tommy E. Remengesau Jr. Building,
M-Dock Road Mailing Address: P. O. Box
6094, Koror, Palau PW 96940
Telephone: (680) 488-3863
or Email: info@palaupanfund.org

Issue Date: March 08, 2019

Closing Date: April 06, 2019

PAN Fund is an Equal Opportunity Employer



Protected Areas Network Fund
P.O. Box 6094, Koror Republic of Palau 96940
Phone: (680)488-3863 | Fax: (680)488-1314
Email: remesiochel@palaupanfund.org

Issue Date: March 08, 2019

VACANCY ANNOUNCEMENT

POSITION: Site Advisor
Protected Areas Network Fund (PAN Fund)

SUMMARY OF QUALIFICATIONS:

The Site Advisor (SA) is a Non-Supervisory Level position reporting directly to the General Manager. This position is responsible for the provision of technical assistance to PAN Member States to effectively manage their PAN Sites, in compliance with PAN regulations and PAN operating procedures. As a member of the management team, the SA will be the primary liaison between PAN Fund, PAN Office and PAN Member States and will be involved in strategic planning, evaluation, and professional development initiatives.

ESSENTIAL DUTIES:

- Assist PAN States Coordinator's in the development and submission of annual workplans.
- Make routine visits to PAN States/Sites to support effective management of the sites.
- Assist PAN States/sites in the development and submission of quarterly reports and relevant proposals.
- Develop and cultivate innovative strategies to improve management practices for PAN sites
- Assist PAN Fund & PAN Office in identifying key training and mentoring programs for PAN State employees.
- Assist PAN Fund and PAN Office in modification of existing PAN tools, processes and procedures in order to improve efficiency.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Natural Resource Management, Public Administration, Communication, Finance, or related field.
- Must have a total of 2-5 years of experience working in project management or community development program
- Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication in Palauan and English
- Organized and able to meet various deadlines
- Be proficient in financial management, budget development and management, developing work plans that affect various stakeholders.
- Must be able to work with a variety of people from various communities.
- Must possess excellent mediation skills in order to solve or develop solutions to complex issues and challenges.

SALARY: Range from \$25,754 - \$30,000 depending on experience and specialized skills

CLOSING DATE to submit resume: **April 06, 2019**

Please send electronic copy (email) of resume to:

Mr. Regis Emesiochel
General Manager
Palau Protected Areas Network Fund
Email: remesiochel@palaupanfund.org



Protected Areas Network Fund

Tommy E. Remengesau Bldg. | P.O. Box 6094, Koror, Palau 96940
Phone: (680) 488-FUND (3863) | Direct: (680) 488-1313
Fax: (680) 488-1314 | Email: info@palaupanfund.org

APPLICATION FOR EMPLOYMENT

The Protected Areas Network Fund (PANF) is an equal opportunity employer; does not discriminate against otherwise qualified applicants on the basis of race, sex/gender, religion, or ethnic origin.

PERSONAL:

Name _____ Date _____
Last First Middle

Physical & Mailing Address

City /State Zip Code

Position Sought _____ Full Time Part Time

Date Available _____ Salary Desired _____ Mobile Phone # _____

Phone Number: _____ Email Address: _____

Social Security Number : _____ Are you over 18 years old? Yes ___ No ___

Are you legally eligible for employment in the Republic of Palau? Yes ___ No ___

(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: No. of Yrs Completed (circle one) 1 2 3 4

Diploma: Yes ___ No ___ **G.E.D.:** Yes ___ No ___

School(s) _____ City/State _____

School(s) _____ City/State _____

College and/or Technical/Vocational School:

Number of Years Completed (circle one): 1 2 3 4

School(s) _____ City/State _____

Major _____ Degrees Earned _____

Minor _____ Degrees Earned _____

Other Training or Degrees: (Please attach separate sheet if needed)

School(s) _____ City/State _____

Course _____ Degree/Certificate Earned _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held _____

State of [State Name] License Number _____

License Expiration Date _____

Other Professional Memberships _____

You need not disclose membership in professional organizations that may reveal information regarding race, sex/gender, religion, or ethnic origin.

SKILLS :

Microsoft Word _____ Excel _____ Power Point _____

Other Software Skills _____

Salary _____ Supervisor _____ Department _____

Duties _____ FT ___ PT ___ No. of Hrs. ___

Reason(s) for Leaving _____

[If you wish to describe additional work experience, attach the above information for each position on a separate sheet of paper.]

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ___ Yes ___ No

If yes, explain: _____

REFERENCES:

Professional

Personal

Name _____

Address _____

Email _____

Phone (_____) _____

Name _____

Address _____

Email _____

Phone (_____) _____

Name _____

Address _____

Email _____

Phone (_____) _____

Name _____

Address _____

Email _____

Phone (_____) _____

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application and attachments are true and complete to the best of my knowledge and authorize PAN Fund to verify their accuracy and to obtain reference information on my work performance. I hereby release PAN Fund from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment with PAN Fund. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or PAN Fund may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____