



**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 \$25,000-\$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](mailto:remesiochel@palaupanfund.org)