



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

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VACANCY ANNOUNCEMENT

POSITION: Administrative Officer
Protected Areas Network Fund (PAN Fund)

SUMMARY OF QUALIFICATIONS:

The Administrative Officer (AO) is responsible for the organization and coordination of office operations, procedures, and resources to facilitate organizational and other employees' functional effectiveness and efficiency. The AO will provide support in managing and organizing required services for the PAN Fund. The AO reports directly to the General Manager.

ESSENTIAL DUTIES:

- Responsible for managing incoming calls, appointments, meetings, and other administrative tasks including but not limited to: Filing, photocopying, document editing, etc.
- Responsible for coordinating and confirming travel, processing work and purchase orders, ensuring timely delivery of payments and/or documents.
- Responsible for ensuring compliance with proper registry and documentation of administrative/operational functions, including tax, social security filing, and corporate registry, membership dues, and company equipment registry.
- Responsible for maintaining and managing office supplies, equipment, and other inventory.
- Responsible for coordinating and organizing events and functions.
- Responsible for assisting with external research, and development of outreach plans.
- Responsible for ensuring communication, reports and disseminated appropriately.
- Responsible for maintaining and confirming schedules and calendar of events.
- Responsible for managing any logistical needs for any outreach activities.

MINIMUM QUALIFICATIONS:

- Associates Degree in Business Administration, Marketing, Finance, or related field.
- Must have at least 2 years of experience working in an administrative role.
- Must have experience with using major computer software
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook).
- Required to have some knowledge in financial management, budget development and management, developing simple work plans.
- Must have experience in working with communities.

- Excellent verbal and written communication
- Organized and able to meet various deadlines

SALARY: Range from \$13,500.00-\$16,500.00 depending on experience and specialized skills

CLOSING DATE to submit resume: **September 21, 2018**

Please send electronic copy (email) of resume to:

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