



Protected Areas Network Fund
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Issue Date: March 28, 2018

VACANCY ANNOUNCEMENT

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

SUMMARY OF QUALIFICATIONS:

The Grants Officer is responsible for sourcing and facilitating successful funding and grant applications and development of applicable programs for the provision of PAN Fund activities and local community projects relating to the PAN Network. In addition, the Grants Officer is responsible for building the capacity of both the PAN Fund office and the wider PAN Network to enable the development and acquittal of future grant and funding applications.

ESSENTIAL DUTIES:

- Responsible for identifying applicable grant opportunities, assisting with the development of partnerships and projects including undertaking research and budget preparations to support grant applications. In addition, when grants are awarded to PAN Fund or stakeholders, the Grant Officer shall be responsible for guiding the organization and/or stakeholders with the submission of necessary reports and any other requirements.
- Responsible for cultivating, soliciting, and stewarding professional relationships with funders/donors independently and in collaboration with Executive Director/General Manager and Finance Officer. In addition, develop a network of contacts within Local, State, Territory and Federal Government departments and other non-government bodies to maximize knowledge of available grants and the applicable guidelines and eligibility criteria. Manages a portfolio of funders and prospects, with an emphasis on securing support for new sources; conduct prospects research to identify and match funding resources to meet specific needs/priorities.
- Responsible for developing Quality Assurance procedures relevant to grant applications including development of organizational procedures for the whole grants process, including the identification of key steps/components of successful applications. Monitor the outcome of grant/subsidy applications by establishing an appropriate database for monthly reporting.
- Responsible for providing grant and funding related technical support for PAN members, partners, and stakeholders, including planning, logistics, mapping and identification of funding priorities.
- Responsible for conducting presentations, education, communication, and outreach/awareness campaigns – nationally, regionally, and internationally; participates in donor and member events and other events of interest to funders/donors, partners and grant recipients; conducts site visits.
- Responsible to maintain professional and technical knowledge by attending educational workshops; professional developments; researching and reviewing professional publications; establishing professional networks; and participating in professional societies

MINIMUM QUALIFICATIONS:

- A bachelor (4 year) degree or similar from an accredited university or college.
- At least ten (5) years of experience in overseeing similar project scope and complexities.
- Must have experience in working with communities.
- Must have experience in using major computer software.
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication
- Organized and able to meet various deadlines

SALARY: Range from \$17,170 to \$29,700 depending on experience and specialized skills

CLOSING DATE to submit resume: **April 30, 2018**

Please send electronic copy (email) of resume to:

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