



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

<u>POSITION TITLE:</u>	PROJECT ASSISTANT
<u>SALARY:</u>	NEGOTIABLE
<u>LOCATION:</u>	PAN PROTECTED AREAS NETWORK OFFICE MINISTRY OF NATURAL RESOURCE, ENVIRONMENT AND TOURISM REPUBLIC OF PALAU
<u>SOURCE OF FUND:</u>	GEF STAR PROJECT

DUTIES AND RESPONSIBILITIES:

1. Project Assistant will work closely with the Special Assistant to the Minister, providing support for the PAN component of the GEF Star Project. The Project Assistant will:
2. Assist with the coordination and implementation of the project;
3. Execute clerical duties as needed;
4. Develop and manage a schedule for the project;
5. Assists with stakeholder engagements, communicating with internal and external partners;
6. Collect data and compile all necessary materials to support reporting;
7. Assist with research and reporting writing;
8. Assist with procurement procedures;
9. Assists with field work as needed;
10. Other duties as requested by the Special Assistant.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

AA Degree in Office Administration or related field with at least five (5) years of work related experience.