



JOB VACANCY

PAN Fund is seeking a full time **Administrative Officer**

POSITION SUMMARY:

The Administrative Officer is responsible for the organization and coordination of the 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.

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:

Bureau of Fisheries Bldg. Malakal, Koror
Mailing Address: P. O. Box 6094, Koror , Palau PW 96940
Telephone: (680) 488-3863
or Email: info@palaupanfund.org

Issue Date: May 11, 2026
Closing Date: June 12, 2026

PAN Fund is an Equal Opportunity Employer