



VACANCY ANNOUNCEMENT

Position: Director of Administration

Salary: Salary Range: \$29,182 to 49,035

Closing Date: September 4, 2019

BASIC QUALIFICATIONS:

1. Master Degree in Accounting, Finance, Business Management, Human Resources, Communication, or Marketing, and 2-3 years' experience, or an equivalent combination of education and work experience in any of the disciplines above.

ESSENTIAL FUNCTIONS:

1. The Director of Administration is responsible for overseeing the administration functions of the Center which includes but not limited to coordinating the revenue generated activities of the Center and ensuring compliance to all applicable rules and regulations related to the Center's activities. She/he must be able to understand and interpret the Center's financial statements.

DUTIES AND RESPONSIBILITIES:

1. To coordinate and direct the administrative functions and support of the Center according to all applicable policies and procedures.
2. To assist the Chief Executive Officer, and Department Heads in the recruitment and retention of qualified candidates for approved vacant positions.
3. Assist and participate in the development, implementation, and monitoring of the annual work plan and budget, preparation of financial reports, annual audit, annual report, communications & correspondence, and other professional services.
4. To oversee the facilities, equipment and all of the Center's assets and ensure the Center's facility and assets are secured and maintained. Ensure that the Center's facilities, assets and services meet the needs of the customers.
5. To participate in the supervision, training and support of administrative personnel to be more effective in performing their tasks and responsibilities and to perform other tasks required or requested by the CEO

To apply, please send your CV, name of two references, and an intent letter to Ms. Mingrang Kloulechad, Director of Administration, at mkloulechad@picrc.org.

Submitted applications will be acknowledged upon receipt. Only short-listed applicants will be notified within two weeks after the closing date of this announcement to set up interview appointments. Applications must be received no later than the above closing date.

Be part of the PICRC Team and contribute to conservation efforts in Palau and the region!