



# JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

**VA #: RISSC-MIF**

**OPENING DATE: 11/30/2017**

**CLOSING DATE: 12/30/2017**

**POSITION TITLE:** Regional Invasive Species Council Coordinator

**SALARY:** \$25,000 - \$50,000; Commensurate with Experience and Qualifications

**LOCATION:** Micronesian Island Forum Secretariat Office, Koror Palau

**SOURCE OF FUND:** External Grant Funds

**DUTIES AND RESPONSIBILITIES:**

- Work with key partners such as the Secretariat of the Pacific Community (SPC), the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Invasive Learning Network (PILN), etc.
- Act as a uniting force to pull RISC communications together, arrange regular and special meeting of RISC including preparing agenda in consultation with Chairman and other members. Prepare budget, annual due invoices and provide quarterly financial statements to RISC. Seek out opportunities for RISC among current Pacific/Global environmental campaigns, and special projects like grant writing, consulting assignments and country plans. Implementation of the Regional Biosecurity Plan for Micronesia.
- Provide updates for web sites, newsletters, follow up on working group activities and provide support. Coordinate regional and jurisdictional activities such as workshops and training. Represent RISC in Regional Activities.
- Provide Coordinating support to the Micronesian Island Forum, Office of Secretariat, including but not limited to follow up on goals and action plans by all members.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

**Education:**

- Master's degree in natural resources management, environmental sciences, planning, social science or policy (with emphasis on their application to natural resources), or a closely related discipline, or any equivalent combination of education, experience, and training which provides the minimum knowledge, abilities and skills.

**Knowledge and Experience:**

- At least five (5) years of experience in one of the above related fields, including at least five (5) years in natural resources management and/or environmental sciences and its invasive species management.

- Proven ability to work effectively with wide range of people from diverse cultural backgrounds and positions (e.g. government agencies, NGOs, and community Groups, with sensitivity and appreciation for the diverse interests and values of others.
- Natural Resources and management in natural resources management, environmental sciences, planning, social science or policy.
- Understanding of and relevant experience in at least one of the cultures of the region.
- Ability to complete tasks in a timely fashion, defining goals and deliverables, assembling and motivating teams, managing team assignments, scheduling, budgeting, tracking progress and milestones, and delivering products.

This employment opportunity will be through an employment contract.  
Additional benefits negotiable.

**If you are interested, please email your resume and cover letter to the following emails by the closing date:**

[bpss@palaugov.org](mailto:bpss@palaugov.org)

[bbp@palaugov.org](mailto:bbp@palaugov.org)