



REPUBLIC OF PALAU

Office of the Public Auditor

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VACANCY ANNOUNCEMENT

No. VA-2601AA

Opening date: 04/09/2026

Closing date: until filled

POSITION : **ADMINISTRATIVE ASSISTANT**

SALARY : GL 8/3-11/7 \$13,984 – \$20,045 Annually
Salary is commensurate with qualifications

BENEFITS : CSPP & SS Retirement benefits, Medical Savings & Insurance,
Accidental Insurance, Paid Annual and Sick Leaves

PURPOSE OF POSITION

The Administrative Assistant (AA) is expected to provide general administrative and logistical support and secretarial services to all managerial, technical, and other support staff.

The AA will work directly under the supervision of the Administrative Officer.

SUMMARY OF DUTIES

- **Report production:** format, collate, distribute, publish on the website, catalog, and related duties
- **Files and data management:** Organize, secure, and maintain electronic and paper files, archive records in both local and cloud storage systems, data entry into the database, and related duties
- **Administrative processing:** Process requisitions, travel authorizations, timesheets, and related duties
- **Financial support:** Manage office subsidiary ledgers (accounts), including fuel, maintenance services, and related accounts
- **Communications and coordination:** Handle telephone calls and correspondences; schedule and organize meetings; provide logistical support; prepare and record meeting minutes and related duties
- **Research and follow-up:** Provide research assistance, track and follow up on requests, and related duties
- **Other duties:** Perform additional tasks as assigned

QUALIFICATIONS AND EXPERIENCES, PREFERRED

- Associate Degree in Public Administration, Business Administration, Office Administration, or a related field.

- At least three (3) years of experience in governmental or general office administration
- Palauan and English – with strong written and verbal communication skills
- Proficient in all Microsoft Office applications (Access application is preferred, not required), ability to convert documents to/from various file formats, and retrieve information from the internet and other sources, etc.
- Interpersonal skills, including emotional intelligence, problem-solving, attention to details, collaboration, reliability, ability to multitask, a customer service-oriented and efficient.

MINIMUM QUALIFICATION

- Some college education or unfinished college degree

HIRING PREFERENCE

Palauan preference applies

OTHER INFORMATION

Supervisory Responsibility: None

Physical Demands: This job operates in a professional office environment, including offices and meeting rooms, and as well as social venues and field site visits.

Additional Requirements

Applicants must:

- Possess a valid driver’s license
- Have no felony or misdemeanor convictions (except for traffic violations)

EMPLOYMENT AT OFFICE OF THE PUBLIC AUDITOR

Limitations and Restrictions of Employees

No employee of the OPA shall hold, or be a candidate for, any elective public office while employed by the OPA, nor participate in any political campaign of a candidate for public office.

Except as otherwise provided by law, no employee shall engage in any other business or profession, or hold any governmental office, including, but not limited to, membership on any governmental board, commission, authority, or committee.

Employees must abide by Government of Palau Employee Code of Ethics and the Public Auditing Act, and are required to sign the applicable compliance agreements, including:

- Code of Ethics Agreement
- Confidentiality Agreement

APPLICATION PROCESS

- Interested individuals can obtain the application form at <https://palauopa.org/vacancies.html>
- Completed applications may be emailed to mchin@palauopa.org or hand-delivered to the office located at the Orakiruu Building in Madalaii, Koror.
- Only short-listed candidates will be contacted for an interview.

Approved for Publication



Satrunino Tewid
Acting Public Auditor