



REPUBLIC OF PALAU

Office of the Public Auditor

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VACANCY ANNOUNCEMENT

No. VA-2602PRIS Opening date: 05/01/2026 Closing date: until filled

- POSITION :** **PUBLIC RELATIONS AND INFORMATION SPECIALIST**
- SALARY :** **GL 9/12-14 \$21,865 – \$23,786 Annually**
Salary is commensurate with qualifications
- BENEFITS :** CSPP & SS Retirement benefits, Medical Savings & Insurance, Accidental Insurance, Paid Annual and Sick Leaves

This position reports directly to the Public Auditor.

SUMMARY OF DUTIES

The Public Relations and Information Specialist is responsible for implementing and overseeing the Office of the Public Auditor’s (OPA) communications and stakeholder engagement activities, including but not limited to the following:

- Implementing and overseeing the OPA Communications Strategy
- Preparing and overseeing Press Releases for the OPA
- Coordinating engagements and relations with the Executive, Legislative, Judicial Branches of the government, as well as other government agencies
- Fostering and maintaining relationships with OPA stakeholders, including citizens, media, civil service organizations, and community partners, etc
- Disseminating information regarding OPA activities and initiatives
- Working with the OPA administration and audit teams to plan, organize, and coordinate stakeholder engagements and related activities
- Coordinating the OPA’s communications and engagement with APIPA and its member offices
- Performing other duties as assigned by the Public Auditor

MINIMUM QUALIFICATIONS AND REQUIREMENTS

- Associate, Bachelor, or Master’s degree in Communications or related field
- Associate, Bachelor, or Master’s degree in any field of business management or related field

Some experience in communications, public relations, public speaking, media relations, or related experience is preferred, but not required.

REQUIRED SKILLS

- Critical Thinking: Strong analytical and problem-solving abilities
- Interpersonal Skills: Possess executive level conceptual, reading, writing and listening skills to communicate professional reports, briefings and testimonies
- Complex Problem-Solving Skills: Ability to identify complex issues, evaluate information, and recommend solutions
- Judgment and Decision-Making Skills
- Time Management: Ability to prioritize tasks and meet deadlines
- Computer Skills: Proficiency in Microsoft Excel, Word, PowerPoint, QuickBooks and other related software.
- Research Skills: Proficiency in using the Internet and other resource sources
- Presentation Skills: Ability to prepare and deliver presentations to individuals and groups using presentation software
- Project Management Skills: Ability to manage projects from initiation through completion.

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
- Possess a valid passport and be able to travel
- 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
Republic of Palau