



VACANCY ANNOUNCEMENT 24-7

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POSITION TITLE	:	Administrative Director
SALARY	:	\$56,000.00 Annually or Depending on Work Experience
LOCATION	:	Judiciary Complex, Ngerulmud, Melekeok
OPENING DATE	:	August 1, 2024
CLOSING DATE	:	August 30, 2024

REQUIRED MINIMUM QUALIFICATIONS:

The Judiciary is seeking qualified applicants for the position of Administrative Director. Applicants must have either a Master of Arts degree in business administration and three years of experience in management positions, or a Bachelor of Arts degree plus a minimum of five years of management experience (with at least a year as a Court Administrator), or a licensed attorney with two years of experience in administrative work and currently admitted to practice law before the courts of the Republic of Palau, or the United States of America or any of its possessions, territories, and commonwealths, in good standing in jurisdictions where applicant is admitted to practice law, and possesses experience or training in court administration. Applicants must also have good learning and communication skills, adaptability, motivation, interpersonal skills, teamwork skills, good listener, resourceful and administrative ability, management skills, high ethical standards, and has never been convicted of a felony or crime of moral turpitude.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

The Administrative Director works directly under the Administrative Head of the Judiciary and supervises the administrative operation of the judicial system. The duties of the Administrative Director includes, but not limited to, general administrative operations management, human resources and personnel management, budget and fiscal administration management, case flow management, technology and information management, jury management, space and property management, intergovernmental liaison, and community relations.

HOW TO APPLY: Application form can be obtained from the Office of the Clerk of Courts of the Palau Supreme Court in Koror, Ngerulmud, or the Judiciary website. Completed application along with all required documents shall be addressed to Ms. Shaina N. Shiro, Human Resource Specialist, and submitted to the Clerk of Courts in Koror or Ngerulmud.