



VACANCY ANNOUNCEMENT 22-8

Tel: (680) 488-4979 or 767-2607
Fax: (680) 488-1597 or 767-2606
Email address:
judiciary@palausupremecourt.net

POSITION TITLE : Administrative Director
SALARY : \$56,000.00 Annually or Depending on Work Experience
LOCATION : Judiciary Complex, Ngerulmud, Melekeok
OPENING DATE : September 2, 2022
CLOSING DATE : Until Filled

REQUIRED MINIMUM QUALIFICATIONS:

The Judiciary is seeking qualified applicants for the position of Administrative Director. Applicants must have a minimum of five years of management experience (preferably in judicial administration), or a licensed attorney, 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 Mr. Ryobch W. Luiu, Acting Human Resource Manager, and submitted via email or to the Office of the Clerk of Courts in either Koror or Ngerulmud.