



Palau

Visitors Authority

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Email: pva@pristineparadisepalau.com
Website: www.pristineparadisepalau.com

JOB VACANCY ANNOUNCEMENT FOR FOLLOWING POSITIONS:

- **Accounting Clerk – Obtain application and job description at PVA Office**
- **Strategic Planning Analyst – Obtain application and job description at PVA office**
- **Managing Director - See Below**

OPENING DATE: July 10, 2017

CLOSING DATE: July 28, 2017

The Palau Visitors Authority Board of Directors is seeking a reliable individual interested in a contractual Administrative Management position.

Position Title: Managing Director

Position Classification: Contract

Salary Range: Starting salary - \$30,000.00 depending on qualifications

Benefits: Commensurate Pay with skills
Fringes coverage: Pension Plan, Social Security and Health Care Fund

Qualifications:

Good Communication Skills; Professional, Pleasant and Positive Attitude. Must have a Bachelor of Arts Degree in Tourism & Marketing, or related field in the Administrative Management level; and at least 5 years of experience in the Executive Management level preferably in Sales and Marketing and/or Administration. Understands the value and importance of “sustainable tourism”; Strong team player with good sociable personality; and Flexible, Reliable & Self Starter.

Major Duties & Key Responsibilities

- Be responsible for the daily operations and affairs of PVA, and for the successful and professional operation through establishment and maintenance of national tourism marketing program
- Ensure that PVA maintains an effective and professional relationship with the Executive, Legislative and state governments as well as liaison to tourism industry through Belau Tourism Association, and the general community of Palau
- Prepare and make reports on timely basis to the Board of Directors
- Oversee preparation of all reports and plans necessary to maintain high operational conditions of PVA
- Ensure financial security of PVA operations through the managerial practice of effective budgeting and operational cost control
- Ensure regular employee performance appraisals are conducted regularly
- Instigate promotional activities that will effectively support the continued development and expansion of Palau’s tourism industry
- Carry out the mandate and objectives of PVA spelled out under the laws of the Republic
- Knowledge and experience in Web/Digital programs and platform management

***If interested, kindly pick up Application at Palau Visitors Authority and submit to the
Attention of: Mr. Ngiribelas Tmetuchel, Chairman; PVA Board***