



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

BUREAU OF HUMAN RESOURCES

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POSITION TITLE: SECRETARY GENERAL

SALARY: GL 18/1-14, \$45,025.00 - \$72,998.00 ANNUALLY

LOCATION: MICRONESIAN ISLANDS FORUM SECRETARIAT
OFFICE OF THE PRESIDENT

DUTIES AND RESPONSIBILITIES:

- Provide vision, leadership, and management: Lead the organization, uphold corporate values, and enhance the MIF's image; Motivate and manage staff while securing partnerships and funding; Guide MIF's engagement in regional economic, social and political affairs.
- Oversee policy development and change management: Work with leaders to drive continuous improvement and reform; Maintain a strong policy agenda and oversee organizational policies; Implement structural changes to enhance efficiency and effectiveness.
- Ensure effective governance: Lead governance processes and oversee key organizational meetings; Ensure compliance with MIF regulations, policies and reporting; Prepare and distribute reports on program activities and financial operations.
- Manage work program service delivery and performance: Liaise with member jurisdiction to ensure program relevance and impact; Oversee implementation, reporting, and quality control of work programs; Establish performance management and evaluation systems.
- Drive financial security and resource mobilization: Oversee budget preparation, financial monitoring, and audits; Lead resource mobilization efforts with donors and stakeholders; Implement risk management and efficiency measures to optimize resources.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Must have a Ph.D. (Doctor of Philosophy) in public policy administration, international relations, political science, business administration (DBA), developmental studies, economics or Doctor of Juridical Science (SJD) or a Master's degree in public administration, international relations, political science, business administration, developmental studies, economics or law (LLM) with at least five (5) years of work-related experience in leadership, management and developmental organizational skills and has extensive understanding of geopolitics in the Micronesian region as well as internationally. The incumbent must have understanding and appreciation of the key technical and sub-regional and regional issues; technical experience in areas relating to the purpose of the organization; must have extensive understanding of the geopolitical aspects of the sub-region and the region; demonstrable experience in formulating and articulating a vision; extensive leadership and management experience in development organization; experience in management and delivery of organizational change; and experienced in driving, developing and maintaining strategic collaborative relationships with member governments, development partners and donors.