



# Palau National Communications Corporation (PNCC) Vacancy Announcement

It is the policy of Palau National Communications Corporation (PNCC) that qualified Republic of Palau Citizens be given **EQUAL EMPLOYMENT OPPORTUNITY** for employment consideration, with other country nationals utilized in positions for which qualified Republic of Palau Citizens are not available.

<b>Open Date: December 17, 2024</b>		<b>Close Date: December 31, 2024</b>	
<b>Position Title</b>	<b>CONTRACT OFFICER</b> “FULL TIME CONTRACTUAL EMPLOYMENT”		
<b>Salary Range</b>	<b>Starting Salary @ \$24,007.50 p/a</b>		

**DUTIES SUMMARY:**

Craft, evaluate, negotiate and execute a wide variety of different contracts covering a range of transactions; and performs other duties as required.

**KEY DUTIES AND RESPONSIBILITIES:**

- Work with the colleagues throughout the business to provide contract management support and communicate and present information to stakeholders about all contract-related matters.
- Negotiate, document, and manage a variety of third-party contractual relationships including, but not limited to, land/property easements, master services agreements, licensing agreements, promotion and sponsorship agreements
- Create and maintain relationships with suppliers and serve as the singular point of contact for matters concerning contracts.
- Maintain a contract register which details all contractual obligations of the business including monthly financial outlay resulting from contracts as well as renegotiation and renewal dates
- Using the contract register actively monitor contracts and move forward with close-out, extension or renewal according to what’s best for the company and in liaison with the relevant internal stakeholders
- Maintain records for correspondence and documentation in relation to established contracts and those in progress.
- Actively review contracts to determine, draft and recommend where improvements to the benefit of PNCC may be made and where risk to the detriment of PNCC can be reduced
- Advise on legal issues such as contractual rights, infringement of intellectual property rights, issues relating to rights of privacy and publicity, and clearance matters
- Issue notices with respect to renewals and termination of existing agreements

- Solve any contract-related problems that may arise with other parties and internally with the company itself
- Track and manage all records and contracts in the business, including customer contracts and information to ensure company and customer data is protected
- Lead the process of digitizing paper records to ensure all company and customer data is maintained in a secure digital repository
- Any and all other duties which could be reasonably expected of a high performing member of the PNCC team
- Reports directly to the Chief Financial Officer under general supervision

**QUALIFICATION REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a Bachelor's Degree in a field such as Business Administration; finance; accounting or related. Three (3) years of progressively responsible professional work experience in contract management; para legal; procurement or administrative, etc. Excess professional regulatory and/or legal work experience that were directly related to telecommunications may be substituted for education on a year-for-year basis.

Good command of spoken and written English and Palauan languages.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid Republic of Palau's driver's license.

**HOW TO APPLY:**

EMPLOYMENT APPLICATION FORMS ARE AVAILABLE AT THE PNCC HUMAN RESOURCES OFFICE LOCATED IN NGERUSAR, AIRAI STATE AND THE PNCC KOROR BUSINESS OFFICE (KBO) LOCATED IN DOWNTOWN KOROR ACROSS FORMER PALAU NATIONAL CONGRESS BUILDING OR SEND RESUMES TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES OFFICE  
PALAU NATIONAL COMMUNICATIONS CORPORATION  
P.O. BOX 99 – ONE AIRPORT ROAD  
KOROR, REPUBLIC OF PALAU 96940  
EMAIL: [mchin@pnccpalau.com](mailto:mchin@pnccpalau.com)