



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.

Open Date: February 12, 2025	Close Date: February 25, 2025
Position Title	LOCAL REPRESENTATIVE (ANGAUR) "Full Time Contractual Employment"
Salary Range	Starting @ \$6.22 per hour

JOB OBJECTIVES:

1. Maintain and improve the PNCC infrastructure and facilities in the state of Angaur to achieve the Plant & Engineering Unit 1 objectives and goals in a manner consistent with the department comprehensive plan.
2. Provide Customer Service and Bill Collection services to the residents of Angaur.
3. Represent Our Values so that people of PNCC feel happy to work with you.

KEY DUTIES AND RESPONSIBILITIES:

Local Representative is required, but not limited, to fulfill the following duties and responsibilities. In the case where activities not covered herein become questioned, determine whether the Local Representative should undertake such activities jointly with the Transmission Operations Supervisor, based on the points delineated in the above "Job Objectives."

[EXPECTED ACTIVITIES & ACHIEVEMENTS]

Power Generator Maintenance

- Perform daily maintenance checks on the generator's radiator; engine oil level, battery water; fuel level; fan belt; air cleaner elements, etc. and refuel, etc. as required.
- Responsible for the inventory of availability of fuel, supplies and etc. and to advise appointed PNCC personnel for ordering needed supplies.
- Report any unusual sound from the generator
- Clean inside and around the generator room, etc.
- Complete report and submit to PNCC Staff in Charge.

Facility Maintenance

- Clean inside/outside of the substation
- Visual inspection of solar panels
- Minor repair/maintenance on the hut, tower, etc.
- Clean areas around the pedestals
- Clear bushes and/or trees, etc around PNCC cables and lines, etc.
- Assist PNCC crew on project

Billing/Collections

- Disbursement of subscribers' billing statement
- Collection of subscribers' bill payment
- Collection submittal to the main office pursuant to schedule agreed upon by Employee and PNCC Staff in Charge

Trouble Tickets

- Installation and clearing of Trouble Tickets for Telephone and Digital TV
- Monitoring, reporting and clearing of alarms from GSM, DDMS, and SLC2000 systems and related equipment and hardware

QUALIFICATION REQUIREMENTS:

Minimum high school diploma required.

One year work experience as a building trades apprentice or related work experience. Experience in power generator environment or related work experience.

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