



# VACANCY ANNOUNCEMENT 26-4

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POSITION TITLE : Property Manager/Grant Liaison Officer (Exempt)  
SALARY : \$ 33, 227 or Commensurate with Qualifications  
LOCATION : Judiciary Complex, Koror, Palau, and Ngerulmud, Melekeok  
OPENING DATE : May 26, 2026  
CLOSING DATE : Until Filled

## **MINIMUM QUALIFICATIONS:**

- Bachelor's degree in business administration, Facilities Management, Public Administration, or related field (or equivalent experience).
- At a minimum, 4 years or more of progressively responsible on the job of experience in property management, facilities management, or asset management.
- Strong knowledge of inventory systems, maintenance practices, and procurement processes.
- Ability to interpret and apply policies, regulations, and safety standards.
- Excellent organizational, problem-solving, and communication skills.
- Proficiency in Microsoft Office Suite and asset management systems.

## **CONDITION OF EMPLOYMENT:**

- Have never been convicted of a felony or crime of moral turpitude.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Manage and maintain court facilities, property, and physical assets, ensuring they are safe, functional, and properly utilized.
- Oversee inventory control, asset tracking, and documentation for all court-owned property, including furniture, equipment, and materials.
- Coordinate routine maintenance, repairs, and facility upgrades with subordinates, contractors, and service providers.
- Ensure compliance with safety regulations, building codes, and court policies.
- Develop and monitor budgets related to property maintenance, procurement, and improvements.
- Conduct regular inspections of court facilities and property, identifying and addressing issues promptly.
- Maintain accurate records, reports, and audit documentation for property and asset management.
- Assist with space planning, office moves, and facility setup for court proceedings and events.
- Initiate and propose rules and/or guidelines for acquisition, use, maintenance, and disposition of all Judiciary assets and property.
- Supervise, direct, and oversee the work of all employees of the Property Division, including the procurement officer.
- Liaise with government agencies, vendors, and stakeholders regarding property-related matters.
- Support emergency preparedness and response planning related to court facilities.
- Perform any other tasks assigned by the Administrative Head of the Palau Judiciary.

**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—<https://www.palaucourts.gov.pw>. Completed application along with all required documents shall be addressed to Ms. Shaina N. Shiro, Human Resource Specialist, and submitted to the Clerk of Courts in Koror or Ngerulmud, P.O. Box 248, Koror, Palau 74960 or via e-mail at [sshiro@palausupremecourt.net](mailto:sshiro@palausupremecourt.net)