



VACANCY ANNOUNCEMENT 26-7

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POSITION TITLE : Management Information System Director (Exempt)
SALARY : \$ 44,077 or Commensurate with Qualifications
LOCATION : Judiciary Complex, Ngerulmud, Melekeok
OPENING DATE : May 26, 2026
CLOSING DATE : Until Filled

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Information Systems, Computer Science, or related field, or equivalent combination of education and relevant technical qualifications.
- A master's degree is preferred but not required.
- Demonstrated leadership experience in IT or MIS environments.
- Proven ability to analyze, implement, and evaluate information technology systems and technical specifications.
- Strong knowledge of cybersecurity best practices, data protection, and regulatory compliance.
- Ability to think strategically and translate organizational needs into technology solutions.
- Strong leadership, communication, and interpersonal skills, with a high standard of professional ethics:

CONDITION OF EMPLOYMENT:

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

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Oversees all computer systems and information technology operations of the Judiciary.
- Establishes and executes the Judiciary's MIS strategy, ensuring alignment with organizational goals and operational needs.
- Ensures data security, system integrity and disaster recovery protocols are robust and up to date.
- Manage the Judiciary's electronic filing systems and website, coordinating with contracted software developers and service providers, as necessary.
- Supervises MIS staff and directs daily operations; evaluates performance and review leave requests prior to final approval by the Administrative Director.
- Collaborates with department heads and stakeholders to identify technology requirements and deliver appropriate solutions.
- Manage technology budget, vendor relationships, and contractual agreements.
- Performs other related duties as required by the Chief Justice or the Administrative Director.

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