



# 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:</b> <b>MAY 30, 2019</b>	<b>Close Date:</b> <b>until filled</b>
<b>Position Title</b>	<b>CHIEF FINANCIAL OFFICER (CFO)</b> <i>Contractual</i>
<b>Salary Range</b>	<b>Commensurate with Experience</b>

## **JOB OBJECTIVES:**

1. Lead and direct the Finance & Administration Department to flawless operations in a manner consistent with PNCC Strategy.
2. Inspire, motivate, and align staff members of the Department as one force to ensure operational excellence including intra-department and cross-department operations.
3. Keep abreast of changes in the business environment as well as the status of internal customers (other departments) so that the Department can devise timely and useful services.
4. Represent Our Values so that people of PNCC feel happy to work with you.

## **KEY DUTIES AND RESPONSIBILITIES:**

Chief Financial Officer is required, but not limited, to fulfill the following duties and responsibilities. In the case where activities not covered herein become questioned, determine whether CFO should undertake such activities jointly with Chief Executive Officer, based on the points delineated in the above "Job Objectives".

## **[EXPECTED ACTIVITIES & ACHIEVEMENTS]**

- Know the market: Through internal and external communications with key stakeholders, develop an in-depth understanding of PNCC's business status. Keep abreast of trends in the marketplace including competitors' strategies and activities, and identify opportunities and threats for PNCC businesses.
- Develop a Comprehensive Finance & Administration Plan incl. Department's objectives and goals, budgetary plans, key action plans, etc. for the coming twelve months based on PNCC Strategy. Hold discussions with staff members in the Department and, as needed, with other teams in this regard. Finalize the plan with Chief Executive Officer.
- Set yearly objectives and goals for managers/supervisors: Through discussions with managers/supervisors who directly report to the CFO, set the objectives and goals for the supervisors as well as their teams for the coming twelve months. Ensure consistency between their objectives and goals with the Comprehensive Finance & Administration Plan.

- Set your yearly objectives and goals: Through discussions with Chief Executive Officer, define your personal objectives and goals (or roles and functions) for the coming twelve months that are necessary for the entire Department to generate the optimal outcomes in a manner consistent with the Comprehensive Finance & Administration Plan.
- Provide leadership to inspire, motivate, and align staff members: Know all supervisors of the Department fully including their strengths and weaknesses. Through a series of group discussions and one-on-one sessions, provide coaching that can help them fulfill their objectives and goals as well as exert leadership to their team members. Leverage them to inspire, motivate, and align all staff members of the Department as one force.
- Ensure that each supervisor/manager is fully engaged in the required activities that are articulated in the respective Position Description.
- Ensure flawless financial and administrative control and management.
- Conduct PDCA (Plan-Do-Check-Action) management: Prepare a monthly departmental report for Chief Executive Officer. Evaluate to what degree the Comprehensive Finance & Administration Plan is working. Evaluate whether your activities are effective in the context of the personal objectives and goals. Be aware that daily activities of each supervisor are compliant with the Comprehensive Finance & Administration Plan. Identify issues, if any, and address them in a timely fashion. If necessary, provide supervisors with help and support. If such issues are out of reach, arrange for support from Chief Executive Officer and/or cross-department cooperation.
- Delegate responsibilities and authorities as appropriate; and ensure that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.
- Conduct performance appraisal of supervisors based on SOP. Communicate fully with supervisors on reasons for their evaluation results. Understand and clarify training needs for each supervisor, and plan appropriate training programs in consultation with the HR Management Dept.
- Assist in the development of corporate objectives and goals; participate in developing fiscal policies, objectives and procedures for the company; and ensure that the company's operations comply with the established Board policies; including external and internal accounting guidelines and procedures.
- Works independently and receive general direction from the Chief Executive Officer.

#### **[COMPLIANCE WITH OUR VALUES]**

- Adhere to all policies, procedures, regulations and guidelines established within PNCC. Also, ensure that subordinates conform to established policies and procedures.
- Hold regular Department meetings, and share good practices as well as unsuccessful instances within the Department. Enhance exchange of opinions and discussions among staff members. Share and address issues, if any. Always begin such a meeting with a reminder of Our Values.
- Let supervisors openly report troubles in their everyday operations. Encourage them to speak out constructive proposals that could improve customer services or address internal problems. Discuss the nature of such subjects fully with supervisors, and jointly work out solutions.
- Be responsive: When requested by a customer or a PNCC employee, provide information in question in a timely manner. Cooperate with other teams/departments if necessary to obtain such information.
- Value teamwork: Let supervisors understand the value of teamwork approach. Align yourself to the direction of the corporation. Be ready to cooperate with any employees of PNCC

whenever a necessity arises. Enhance intra-team and cross-function cooperation. Confer and consult with CEO about how to resolve existing problems.

- Be sensitive to problems and issues that could potentially impair the quality of PNCC customer services. Address such problems and issues through cross-department cooperation.
- Be proactive: Contribute and recommend new ideas and changes to the CEO as deemed appropriate and whenever necessary; and assist in implementing such ideas to achieve operational efficiency.
- Improve management skills continuously.

## **QUALIFICATION REQUIREMENTS**

**EDUCATION AND EXPERIENCE:** Graduation from an accredited four year college or university with a Bachelor's Degree in Computer Science, Business Administration, accounting, financial, or related field. Eight (8) years of progressively responsible work experience in accounting, financial management, or an administrative capacity, of which four (4) years included supervisory/managerial experience in the telecommunications industry. Excess years of qualifying supervisory experience may be substituted for Bachelor's Degree on a year-of-year basis.

## **LICENSES AND OTHER REQUIREMENTS:**

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