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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: September 07, 2023	Close Date: September 20, 2023
Position Title	Facility Maintenance Technician, Level I <i>"Full Time Contractual Employment"</i>
Salary Range	Starting Salary: C2a @ \$6.28 per hour

JOB OBJECTIVES:

1. Assist a skilled Facility Technician Worker to ensure the highest-standard of maintenance and repair work to up keep buildings, structures, equipment and facilities housed in such structures; and performs other duties as required.
2. Contribute to optimize customer satisfaction in a manner consistent with PNCC Strategy by performing assigned and routine tasks in a timely and flawless manner.
3. Be compliant with Our Values so that not only customers, but also employees of PNCC feel happy to do transactions with you.

KEY DUTIES AND RESPONSIBILITIES:

Facility Technician worker is required, but not limited, to fulfill the following duties and responsibilities. In the case where activities not covered herein become questioned, determine whether Facility Technician Level I should undertake such activities jointly with the supervisor, based on the points delineated in the above "Job Objectives."

[EXPECTED ACTIVITIES & ACHIEVEMENTS]

- Understand fully the value of each PNCC product/service.
- Understand strategic imperatives and translate them into what to be done in the field of Maintenance Services.
- Set yearly objectives and goals: Through discussions with the supervisor, define your personal objectives and goals for the coming twelve months to better-serve customers in accordance with the strategic imperatives.
- Perform basic work requiring the knowledge and application of basic elements of the trade in a flawless manner. Work assignments range from simple to moderately complex. Such operations include, but not limited to, the following.
 - Receive on-the-job training in the principles, practices, concepts, methods, techniques, work procedures, etc., fundamental to the agency and trade.
- Assists in the day to day activities to ensure optimal performances, including but not limited to performing routine skilled building trades work, the maintenance of the electric power generator plant and related components, such as ATS (automatic transfer switch), main power

distribution power and able to operate marine vessels. Learn/understand principles, practices, concepts, methods, techniques, work procedures, fundamentals, etc. and its applicability to the various trade(s).

- Contribute to quality services. Assist in maintenance duties
- May be required to operate a vehicle to transport materials.
- Attend training sessions and demonstrations.
- Evaluate your activities on a PDCA (Plan-Do-Check-Action) basis: Evaluate whether your activities are effective enough in the context of the personal objectives and goals. If not, identify the reasons, and rectify them accordingly and timely. If necessary, obtain help from Plant Operation Manager.
- Work under the immediate supervision of a skilled facility technician who explains work assignments and review completed work for accuracy and propriety. Receive detailed instructions when given initial assignments but as the employee's knowledge, skills and abilities increase in the field of work, supervision is relaxed with respect to the performance of familiar/routine work assignments; and increasingly difficult assignments are made for training/developmental purposes

[COMPLIANCE WITH OUR VALUES]

- Adhere to all policies, procedures, regulations and guidelines established within PNCC.
- Be responsive: When requested by a customer or a PNCC employee, provide information in question in a timely manner. If asked for information that you cannot deliver immediately, tell the inquirer what you will do next and when you will be able to do so. Cooperate with colleagues, supervisors, and other teams/departments if necessary to obtain such information. If it takes time, keep the inquirer informed of your progress so that the enquirer does not feel uncared.
- Value teamwork: Align yourself to the direction of the team and the department. Be ready to cooperate with any employees of PNCC whenever a necessity arises.
- Contribute to improvements of customer services on a never-ending basis through cooperation with every stakeholder. Be sensitive to problems and issues that could potentially impair the quality of PNCC customer services.
- Be proactive: Contribute and recommend new ideas and changes to Plant Operation Manager and senior facility technicians as deemed appropriate and whenever necessary; and assist in implementing new ideas to achieve operational efficiency.
- Improve technical skills continuously.

QUALIFICATION REQUIREMENTS:

High school diploma required. One (01) year work experience as a building trades apprentice or related work experience. Experience in power generator environment or related mechanical field and/or a progressively responsible work experience in operating and maintaining large vessels, both diesel and gasoline powered A PLUS. Ability to operate both marine and land vessels. 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 COMMUNICATION CORPORATION
P.O. BOX 99 – ONE AIRPORT ROAD
KOROR, REPUBLIC OF PALAU 96940
EMAIL: mchin@pnccpalau.com