



Va.No.PNCC2024.01

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: March 04, 2024 | Close Date: Until filled |
| Position Title | PLANNING MANAGER “FULL TIME CONTRACTUAL EMPLOYMENT” |
| Salary Range | Commensurate with Experience |

DUTIES SUMMARY:

Reporting to the Chief Financial Officer in providing regular business analysis and reports to support management decision making, including the company’s monthly management and Board report packs.

KEY DUTIES AND RESPONSIBILITIES:

- Manages the quarterly, or other period, forecasting activities across the company.
- Continuously improve key end-to-end planning performance indicators from forecast measured deviations to the delivery of service.
- Manages the annual budgeting process.
- Assists the Commercial team in preparing pricing analyses for new product & price plan changes in the company.
- Support Commercial team in developing excels models to help forecast future revenues. Create and implement inventory allocation strategies to maximize inventory placement, turnover, sales, and customer experience in collaboration with sales promotions and programs.
- Provides support to the Financial Controller and undertake ad-hoc data analysis activities, as needed.
- Develop dataset (data warehouse or similar) for the company's use.
- Assist in the evaluation of company investments and provide research and strategical planning based on current market trends.
- Coordinate with the Purchasing & Procurement department on the inventory requirements (EOQ).
- Introduce report templates for every department for regular reporting, monitoring and evaluation, update as and when necessary.

- Monitor developments by the telecoms sector across the region and develop an international benchmark data set.
- Monitor developments in the Palau telecoms market and report changes to management.
- Drafting bids/applications for future grant projects.

QUALIFICATION REQUIREMENTS

EDUCATION AND EXPERIENCE:

Graduation from an accredited four year college or university with a Bachelor's degree in Business administration, Accounting or related field; and five (5) years of progressively responsible professional accounting work experience of which two(2) years were supervisory in nature. Excess years of qualifying supervisory experience may be substituted for a Bachelor's Degree on a year-for-year basis. 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