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*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: MAY 21, 2026		Close Date: UNTIL FILLED
Position Title	EXECUTIVE ASSISTANT “FULL TIME CONTRACTUAL EMPLOYMENT”	
Salary Range	Commensurate with Experience	

JOB OBJECTIVE:

Provide high-level executive, administrative, and coordination support to the Chief Executive Officer (CEO) as the primary reporting line, while also supporting the governance, coordination, and administrative functions of the PNCC Board of Directors.

This role is critical in ensuring efficient executive operations, effective Board governance processes, and seamless coordination between PNCC management, the Board, government stakeholders, and external partners.

KEY DUTIES & RESPONSIBILITIES:

1. Executive Support to the CEO (Primary Function)

- Manage the CEO’s calendar, scheduling, and prioritization of meetings across internal operations, government stakeholders, and international partners.
- Prepare briefing materials, presentations, reports, and correspondence for executive meetings, including Board papers, vendor engagements, and strategic initiatives.
- Track and follow up on key CEO action items across departments
- Support coordination of major projects and RFP-related activities by liaising with internal teams, consultants, and vendors.
- Draft, review, and edit executive correspondence to ensure clarity, professionalism, and alignment with PNCC’s tone and objectives.

- Maintain confidentiality on all executive, commercial, and strategic matters.

2. Board of Directors Support (Governance & Administration)

- Organize and coordinate all Board meetings (Regular and Special), including agenda preparation, notice posting, Board packs & document distribution.
- Prepare accurate and timely minutes, resolutions, and follow-up action logs.
- Maintain official Board records, resolutions register, and governance documentation in an organized and auditable manner.
- Coordinate communication between the CEO, Board Chair, and Board Members.
- Review and quality-check all Board correspondence and documentation prior to submission for approval/signature.
- Support onboarding of new Board Members and ensure adherence to governance processes and timelines.

3. Stakeholder & Government Coordination

- Serve as a coordination point between PNCC executive management and key external stakeholders, including the **Olbiil Era Kelulau (OEK)** and relevant government agencies.
- Monitor and track legislative or regulatory developments relevant to PNCC and escalate key items to the CEO and Board as appropriate.
- Assist in preparing briefing materials related to government engagement, policy matters, and regulatory submissions.

4. Administrative & Operational Support

- Manage incoming and outgoing executive correspondence, ensuring proper prioritization, tracking, and response.
- Screen calls, visitors, and requests directed to the CEO and Board, handling or escalating as appropriate.
- Process purchase requisitions, travel authorizations, and other administrative documentation related to executive and Board activities.
- Coordinate domestic and international travel logistics for the CEO and Board Members, including itineraries, accommodation, and travel reporting.
- Maintain organized digital and physical filing systems aligned with PNCC operational and audit requirements.

5. Cross-Functional Coordination

- Liaise with Department Heads to track progress on strategic initiatives, Board directives, and executive priorities.
- Support internal reporting cycles, including preparation and consolidation of management and Board reports.
- Assist in coordinating company-wide initiatives where required, particularly those involving multiple departments or external stakeholders.

REPORTING LINE:

- **Primary:** Chief Executive Officer (CEO)
- **Secondary (Functional):** Chairperson and Members of the Board of Directors

QUALIFICATION REQUIREMENTS

EDUCATION AND EXPERIENCE:

- Minimum 4 years of progressively responsible administrative or executive support experience.
- At least 2 years supporting a senior executive, CEO, or Board-level function.
- Strong organizational, coordination, and communication skills.
- Demonstrated ability to manage confidential information with discretion.
- Experience supporting complex organizations, projects, or multi-stakeholder environments is highly desirable.

TECHNICAL SKILLS:

- Intermediate to advanced proficiency in:
 - Microsoft Office Suite (Word, Excel, PowerPoint)
 - Document preparation, reporting, and presentations
 - Digital file management and document control
- Strong written and verbal communication skills in Palauan & English

KEY ATTRIBUTES (NEW – aligned to PNCC needs)

- Highly organized with strong attention to detail
- Proactive and able to anticipate executive needs
- Comfortable working in a fast-paced, evolving environment
- Strong stakeholder management and interpersonal skills
- Able to handle multiple priorities and tight deadlines

LICENSES AND OTHER REQUIREMENTS:

- Valid Republic of Palau 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 PNCC WEBSITE. YOU MAY SEND YOUR EMPLOYMENT APPLICATION AND RESUME 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