



Palau National Communications Corporation
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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: APRIL 20, 2026		Close Date: MAY 01, 2026	
Position Title	PUBLIC RELATIONS OFFICER "FULL TIME CONTRACTUAL EMPLOYMENT"		
Salary Range	Commensurate with Experience		

JOB OBJECTIVES:

1. Responsible for providing prompt and organized responses, and information to the media, government officials, and business/community organizations about PNCC policies, plans, operations, products and services.
2. Acts as the lead spokesperson for PNCC in coordination with the General Manager and Department Heads.
3. Represent Our Values so that people of PNCC feel happy to work with you.

KEY DUTIES & RESPONSIBILITIES:

Key responsibilities include the development and distribution of effective public education about PNCC products and services, plans and operations, primarily through public relation activities conducted in person and through the local media.

- Expands the distribution of public information about PNCC products and services by planning and coordinating PNCC's representation in community, school and government meetings and activities, such as state visits, career days, conferences, official visits by government leaders and public organizations, and school tours; and via public information programs through the local media.
- Establishes personal and regular contacts with national and state government officials and keeps them informed about PNCC policies, plans, operations, products and services.
- Monitors pending legislation in national and state government that may affect PNCC policies and operations, and recommends/coordinates PNCC's response to the legislation.

- Manages crisis communications as the main media contact, including the preparation of talking points, development and execution of media releases, media advisory, media packets, media briefings, and monitoring of the media. Addresses rumors and inaccurate information.
- Performs any other duties that are assigned by the General Manager.
- Reports to the General Manager; works under minimal supervision.

[EXPECTED ACTIVITIES & ACHIEVEMENTS]

- Know the business environment: Through internal and external communications with key stakeholders, develop an in-depth understanding of PNCC's business status.
- Understand strategic imperatives and translate them into what needs to be done in the fields of public education and information dissemination.
- Conduct PDCA (Plan-Do-Check-Action) management: Prepares a monthly progress report for the General Manager.
- Works under minimal supervision from General Manager.

[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. Cooperate with other teams/departments if necessary to obtain such information.
- Value teamwork: Let middle managers 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 the immediate supervisor on how to resolve existing problems
- Be sensitive to problems and issues that could potentially impair the quality of PNCC services. Address such problems and issues through intra-department and cross-department cooperation.
- Be proactive: Contribute and recommend new ideas and changes to immediate supervisor as deemed appropriate and whenever necessary; and assist in implementing such ideas to achieve operational efficiency.
- Continuously improve the core skills that are necessary for the job.

QUALIFICATION REQUIREMENTS

EDUCATION AND EXPERIENCE:

Graduation from high school, post-secondary education not required but preferred. Five (5) years of responsible public administration work experience which involves public speaking, public service, marketing, sales, or equivalent combination of college level education and experience. Good command of spoken and written English and Palauan languages.

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 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