



VACANCY ANNOUNCEMENT

VA#: 2020- 006
Open: 3/3/2020
Close: Until Filled

Position: Vice President of Cooperative Research Extension

Salary : Pay Level C 1-12 (\$21,911 - \$38,911 per annum)

Location: Cooperative Research Extension

Reporting Structure: President of Palau Community College

Nature & Scope:

To provide leadership, supervision, management and administrative control of the Palau Community College Cooperative Research & Development Department, to organize, coordinate, supervise and evaluate the Cooperative Extension Services, Agricultural Experiment Station, Resident Instruction programs, and all other programs under this jurisdiction.

Examples of Duties:

1. Position created as a result of a U.S.D.A. requirement to strengthen and further develop the Land Grant Program activities in Palau and restructuring the partnership between the College of Micronesia Grant Program and the participating Colleges.
2. The Vice President must be proactive and energetic in following up opportunities for meaningful research programs across a wide spectrum of environmental activities.
3. Palau has such diverse and pressing needs for constructive research, development and training that the significant challenges for the incumbent will be to recognize, logically prioritize and make recommendations for research projects so as to ensure the most critical, cost effective, and potentially viable project receive attention.
4. Many reports, including the Palau Master Plan, highlighted urgent development requirements which are within the Cooperative Research & Development Departments sphere of interest e.g. Horticulture, commercial livestock production, aquaculture, marine science, environmental management, nutrition etc. It is expected that the Vice President will be constantly aware of these and other issues and keep him/herself updated on issues impacting on the role of his/her Department.
5. It is imperative that the Vice President take a proactive and energetic leadership role in representing his/her department's activities in the Community obtaining and sustaining high profile, positive image for his/her program activities. Indeed a significant factor in the success of the Program in Palau will depend on the skill and ability of the incumbent in persuasive negotiation and articulation of the Agricultural Experiment Station and Cooperative Extension Service program with the local community and obtaining their active participation.
6. He/she is responsible for the collection, analysis and interpretation of a variety of data for planning, projects, program development and reporting purposes.
7. The Vice President solicits input from the local community, Land Grant personnel and Palau Community College administration to assist in the development of proposals for the acquisition of USDA and non-Federal matching funds for the Land Grants Programs.

8. The Vice President will develop effective and comprehensive work plans for all programs and projects under his/her area of responsibility and will submit timely program updates and regularly scheduled activity reports to the College of Micronesia Central Office through the President of Palau Community College.
9. He/she is responsible for reviewing all research and other department reports to ensure they are prepared in a professional manner, meet the required program specifications. Provide accurate data and are in compliance with applicable funding source and civil rights rules and regulations.
10. The Vice President is accountable for administering, monitoring and approval of expenditure of his/her department's budget up to prescribed authority levels and responsible for the proper use and stringent accountability of all program funds.
11. The Vice President has a responsibility for providing leadership and management control of his/her staff and will make every effort to build a strong team spirit. He/she will ensure that every staff member in his/her area of responsibility has clearly defined, measurable objectives and that each individual is provided with the necessary resources, training, personal development and encouragement to enhance their job satisfaction portability and rewards.
12. All equipment, inventory and allocated office and research facilities are the responsibility of the Vice President who will ensure that they are appropriately maintained and adequately secured while unattended.
13. As a senior member of the College staff it is expected that the Vice President will take a full and active part in the promotion of excellence in every activity, service or program he/she provides. He/she is challenged to continually identify innovative, more efficient, cost effective ways to satisfy the needs of staff and community and to make recommendations for implantation of these improvements.

Minimum Qualification Requirements:

Master's Degree with major in environmental or the technical sciences preferably with some formal administrative education plus a minimum of five years demonstrated successful experience in conduction and administering research operations. It is essential that the Vice President possess excellent interpersonal skills, is an articulate and persuasive speaker and capable of generating high professional output and positive results through effective leadership. Must be strong in administrative cost control and both financial and strategic planning. Needs to be able to interpret, analyse and prepare logical reports from a wide variety of research data.

General Information:

Application Forms can be obtained from Human Resources Division at the above address or at our website: www.palau.edu. Send completed application with official transcripts, resume, and verification of previous employment(s), if any, to same address. For further information, call the number above, come in and see us or email us at hr@palau.edu.