



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: 202555-2

OPENING DATE: 01/22/2025

CLOSING DATE: 02/18/2025

POSITION TITLE: DATA ANALYST

SALARY: GL 12/1-5, \$18,860.00 - \$20,672.00 ANNUALLY

LOCATION: DIVISION OF CORPORATE SERVICE
BUREAU OF CUSTOMS & BORDER PROTECTION
MINISTRY OF FINANCE

DUTIES AND RESPONSIBILITIES:

- Data collection: Gather, clean, and organize data from various sources related to customs enforcement, trade facilitation, immigration, and biosecurity for analysis.
- Risk profiling and analysis: Develop and maintain risk profiles for shipments, travelers, and businesses based on historical data and emerging trends to aid customs officials in identifying high-risks cases.
- Data visualization and reporting: Create detailed data reports and visualizations using tools like excel, tableau, power BI, presenting insights and trends to support decision making process for customs officials.
- Data integrity and security: Ensure the accuracy, integrity, and confidentiality of data by following stringent data security protocols in line with Bureau of Customs and Border Protection policies.
- Continuous improvement: Evaluate and implement new data analysis tools, methodologies, and technologies to enhance the efficiency and accuracy of data processes.
- Monitoring and optimization: Regularly monitor data systems and models to optimize performance and ensure that the information provided is timely, accurate, and relevant.
- Compliance with international standards: Ensure that data analysis methods and results are in compliance with international customs, trade, and biosecurity standards protocols.
- Professional Development: Stay current on emerging trends, best practices, and technologies in data analysis to continually improve the quality of insights provided to the Bureau of Customs and Border Protection.
- Data issue diagnosis and resolution: Identify and resolve data inconsistencies, errors, or discrepancies in large datasets to ensure accuracy and reliability of data used for analysis and reporting.
- Data quality auditing and improvement: Conduct regular audits of data sources and datasets to assess data quality, identify gaps or inconsistencies, and implement corrective actions to enhance data integrity.

- Documentation management: Maintain comprehensive documentation for data processes, methodologies, risk profiling models, and analysis protocols to ensure transparency and repeatability of analytical work.
- End-user support: Provide data-related support and training to customs officials and other stakeholders, assisting them in accessing, interpreting, and utilizing data insights effectively for operational and decision-making purposes.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Must have a bachelor's degree in data science, computer science, information technology, economics, or a related field plus equivalent training with three (3) years of work-related experience in data analysis, statistical modeling, or business intelligence, preferably in the government or a custom-related environment. Incumbent should have experience in Risk Profiling and data interpretation to assist in identifying patterns, trends, and risks related to customs enforcement and operations; strong analytical and problem-solving skills to develop actionable insights from large and complex datasets; familiarity with customs and trade-related data or experience in a law enforcement or regulatory environment; strong communications skills to clearly present findings to non-technical stakeholders and assist in decision-making processes for customs officials; familiarity with compliance-related data management, risk assessment tools, and relevant regulatory frameworks; and the ability to collaborate effectively with cross-functional teams, including IT, enforcement, and legal units with the Bureau of Customs and Border Protection.