



# 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 #: 202556-2**

**OPENING DATE: 01/22/2025**

**CLOSING DATE: 02/18/2025**

**POSITION TITLE:** TRAINING & DEVELOPMENT OFFICER

**SALARY:** GL 12/1, \$18, 860.00 ANNUALLY

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

**DUTIES AND RESPONSIBILITIES:**

- Develop and coordinate training programs: Design, implement, and manage training initiatives tailored to enhance the professional development of Bureau of Customs and Border Protection officers and personnel, ensuring alignment with organizational goals and operational priorities.
- Assess training needs: Conduct training needs assessment in collaboration with division heads to identify skills gaps and prioritize learning opportunities that address both immediate and long-term workforce requirements.
- Monitor and evaluate training effectiveness: Develop evaluation frameworks to measure the impact of training programs, collect feedback, and use insights to improve future training initiatives.
- Collaborate with external partners: Establish and maintain relationships with international and regional training providers to facilitate specialized training opportunities for Bureau of Customs and Border Protection personnel.
- Maintain training records and data integrity: Oversee the documentation and organization of training records, ensuring data accuracy and compliance with confidentiality and security standards.
- Provide guidance on professional development: Assist officers and personnel in understanding career development pathways, training opportunities, and certification programs that support their professional growth.
- Prepare training reports and visualization: Create detailed reports and visual presentations on training participation, completion rates, and outcomes to inform Bureau leadership and support strategic planning.
- Support policy and procedure development: Participate in the development and refinement of training policies and procedures to ensure they align with Bureau of Customs and Border Protection's operational goals and regulatory requirements.



- Audits and improve training processes: Conduct regular reviews of training programs and methodologies, recommending improvements to ensure they remain relevant, efficient, and impactful.
- Facilitate cross-functional collaboration: Collaborate with the Bureau of Customs and Border Protection's divisions such as customs, immigration, and biosecurity to ensure training initiatives address operational needs and integrate seamlessly with other bureaus activities.

**MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:**

Must have a bachelor's degree in education, Human Resource Management, Organizational Development, Public Administration, Business Administration, or a related field and equivalent training with three (3) years of work-related experience in training and development, capacity building, or workforce planning, preferably within a government agency, regulatory organization, or enforcement body. Incumbent should have a strong knowledge of adult learning principles, instructional design methodologies, and competency-based training approaches; familiarity with customs enforcement, border security operations, or public safety environments; experience in coordinating with international or regional organizations for collaborative training opportunities; proficiency in using training management systems and developing digital training materials or e-learning modules; exceptional interpersonal and communication skills to engage diverse stakeholders and deliver impactful training sessions; and the ability to assess organizational needs, develop career progression frameworks, and align training initiatives with strategic objectives.