

JOB ANNOUNCEMENT

Palau Historic Preservation Office

POSITION: Republic of Palau (PALAU) Staff Archaeologist

CLOSING DATE: September 30, 2017 or until filled

LENGTH OF APPOINTMENT: One year (renewable annually)

PAYMENT METHOD: CONTRACT- RANGE FROM: \$40,000.00 \$52,000.00/year

BENEFITS: INCLUDED IN THE CONTRACT- Paid Annual and Sick leave, National Health Insurance (Government), and Private Health Insurance is Optional.

WHO IS ELIGIBLE TO APPLY? Must be a citizen of the Freely Associated States of Micronesia or United States of America and its territories.

LOCATION AND SUPERVISION:

This is a National Government level position funded by a Historic Preservation Fund Grant administered by the U.S. Department of the Interior, National Park Service. In carrying out the duties herein, described compliance with all applicable U.S. Federal laws and regulations governing the Historic Preservation Fund Grant is required. The staff archaeologist will work under the direction and supervision of the Deputy HPO of the Bureau.

TRAVEL:

Approved official travel between Palau will be paid for by the employment agency. The moving costs of Household Goods will be paid for by the employing agency.

KEY DUTIES:

This position is a key position in the program area of Survey and Inventory/Archaeology Section. Incumbent shall perform technical and professional level of archaeological review of reports and intensive surveys involving identification, evaluation, recommendation, reporting, documentation and management of historic and cultural resources of Palau. Guidance includes applicable local and US laws and regulations. More specifically, the incumbent will:

1. Co-direct and undertake archaeological reconnaissance and intensive level surveys;
2. Assist with the management and maintains the Geographical Information System (GIS) for the Bureau of Cultural and Historical Preservation
3. Assist the Deputy Director and/or the Director of the Bureau to develop priorities, work plans, personnel responsibilities, time allocations, required budgets and equipment needs for carrying out the archaeology work in the Republic
4. Participate and assist in the Project Review including Section 106 Review in accordance with applicable laws and regulations

5. Assist in seeking funding and technical opportunities to improve and increase the efficiency of Survey and Inventory in Archaeology

6. Performs other related work that may be assigned by the Deputy HPO and the Director/HPO.

REQUIRED QUALIFICATIONS:

The applicant must have a graduate degree in Anthropology, Archaeology, or a closely related field with a specialization in some applied field of Archaeology meeting the Professional Qualification Standards of 36 CFR 61.4 **PLUS** a minimum of three years of full-time professional experience in applying theories, methods, and practices of Archaeology that enable professional judgments to be made about the identification, evaluation, documentation, registration and treatment of historic and cultural properties meeting acceptable Secretary Standards. The applicant must demonstrate successful application of acquired proficiencies in Archaeology to the practice of historic preservation, and the ability to carry research to completion.

Preference will be given to applicants with a specialization and field experience in Pacific Prehistory, particularly that of Micronesia. The applicant must be fluent in English and be able to communicate at a professional level in English, both orally and in writing. The applicant must demonstrate competency in operation of computers and software relating to word processing, database, and Geographic Information System. The applicant must be in good health and be fully capable of undertaking extended archaeological fieldwork in rugged terrain, under adverse conditions including extreme heat and humidity.

How You Will Be Evaluated:

The following set of knowledge, skills, and abilities have been identified as being important to the performance of this position. Along with your resume, please submit a narrative statement addressing your experience, knowledge, and ability with the following factors bulleted below. Include in your write-up such things as various work experiences that gave you the specific knowledge, skill, or ability, and objectives of your work, and evidence of your success (such as accomplishments, awards received, etc.). Attach a report product authored by you that met the Standards.

- Knowledge of the Secretary’s Standards for Archeology and Historic Preservation is required. Professional experience and expertise must be documented through “products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practice of historic preservation.” Products and activities that meet the acceptable Secretary Standards.

APPLICATION PROCEDURES:

Please send by both E-mail and surface mail your current curriculum vita and a cover letter specifying how your qualifications and experience will enable you to successfully complete the duties of this position. Selection will be based on a combination of academic qualifications, field experience, and products. The mailing and email addresses to send your application to are:

Ms. Paula Falk Creech

American Samoa and Micronesia
Program Manager
National Park Service
333 Bush Street, Suite 500
San Francisco, CA 94104
T: (451) 632-2352
F: (415) 632-2388
paula_creech@nps.gov

AND

Ms. Sunny O. Ngirmang

Director/Historic Preservation Officer
Bureau of Arts and Culture/Palau Historic Preservation Office
Ministry of Community and Cultural Affairs
P. O. Box 100
Government of the Republic of Palau
Koror, Republic of Palau 96940
Telephone (680) 767-1126
Fax (680)767-1030
E: bac_reg@palaunet.com and bac_arch@palaunet.com

HISTORIC PRESERVATION FUND PROVISIONS:

This program receives U.S. Federal funds from the U.S. National Park Service, Department of the Interior. Regulations of the U.S. Department of Interior strictly prohibit unlawful discrimination in Departmental Federally Assisted Programs because of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of Interior, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127.

All work conducted or supervised by the Palau Consulting Archaeologist shall fully meet the U.S. Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation. All reports must be written in accordance with the applicable Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation.

The acknowledgment of NPS support, the required disclaimer statement, and the required nondiscrimination statement are required in all reports, publications, public information materials, including audio and visual, and in workshop materials.

In order to meet the HPF Grants Requirements and Special Conditions, all professional services will be issued on a "reimbursement-basis only". The contractor is required to conduct and complete a minimum of two in house survey projects annually or one in house survey project and one other project that can produce products in conformity with the Secretary of Interior's Standards and Guidelines for Archaeology and Historic Preservation

NONDISCRIMINATION NOTICE: This program receives U.S. federal funds from the U.S. Department of the Interior, National Park Service. Regulations of the U.S. Department of the Interior strictly prohibit unlawful discrimination in Departmental Federally Assisted Programs on the basis of race, color, national origin, age or handicap. Any person who believes he or she has been discriminated against in any program, activity or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, P.O. Box 37127, Washington, DC 20013-7127, USA.

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