BUREAU OF CULTURAL & HISTORICAL PRESERVATION  
MINISTRY OF COMMUNITY & CULTURAL AFFAIRS  
PALAU HISTORIC PRESERVATION PROGRAM  
JOB ANNOUNCEMENT

TITLE: Staff Cultural Anthropologist/Ethnographer


JOB SUMMARY: This position is under the supervision of the Palau Historic Preservation Officer and Ethnography Section Chief. Its primary responsibilities include assisting the Oral History/Ethnography Component of the program to record and index the oral histories and traditional laws of Palau for the purposes of preservation and education, and to assist in meeting the responsibilities mandated by the Title 19 Chapter 1 of PNC. The Palau Cultural Anthropologist will also be responsible for other program-related tasks that may be required by the Palau Historic Preservation Program.

This is a national level contract position funded by a Historic Preservation Fund Grant administered by the U.S. Department of the Interior, National Park Service (NPS). Compliance with all applicable U.S. federal laws and regulations is required in the course of duty.

LENGTH OF APPOINTMENT: One year contract (renewable annually)

PAYMENT METHOD/SALARY: CONTRACT-RANGE FROM $35,000 to $40,000 per annum depending on qualification and experience

BENEFITS: INCLUDED IN THE CONTRACT-Housing/National Health Insurance (Government)/Private Health Insurance (Optional)

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

CLOSING DATE FOR APPLICATIONS: March 31, 2018

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:
- Co-directs the Oral History and Ethnography Program Area.
- Develops priorities, work plans, personnel responsibilities, time allocations, required budgets and equipment needs for carrying out oral history and ethnography tasks.
- Conducts ethnographic survey and inventory and the collection of oral histories
- Maintains and expands the computer database for the oral history and ethnography
program area and trains staff in its use.
- Designs, develop and implements educational programs that reflect the significance and importance of oral history and the ethnographic aspect of historic preservation.
- Continues the compilation and publication of the oral histories and traditions of Palau with the assistance of the Palau Society of Historians.
- Assists in developing educational programs required of the Historic Preservation Program.
- Seeks funding opportunities and writes grant applications.
- Performs other related tasks that may be required by the Deputy HPO and Director/Historic Preservation Officer.

EDUCATION/EXPERIENCE: The applicant must have a graduate degree in Anthropology with a specialization in Applied Cultural Anthropology or a closely related field, PLUS a minimum of two (2) years of full-time professional experience (including at least six months of field work supervised by a professional Cultural Anthropologist) applying the theories, methods, and practices of Cultural Anthropology that enables professional judgments to be made about the identification, evaluation, registration, documentation, or treatment of historic, prehistoric, or traditional cultural properties; AND products and activities that demonstrate the successful application of acquired proficiencies in the discipline to the practices of historic preservation. Applicant must have at least two year of full-time professional experience at a supervisory level. A professional cultural anthropologist has experience in archival and primary documents research, evaluating and synthesizing this information, and preparation of scholarly narrative histories. Historic research experience in countries other than North America is relevant when researching the histories of immigrant or ethnic groups in Micronesia during early contact eras. Products and activities must meet the appropriate Secretary Standards for Archaeology and Historic Preservation may include:

1. Ethnographic field studies and survey reports, oral histories, or social impact assessments and survey reports assessing the significance of historic properties.
2. National Register documentation of ethnographic resources or traditional cultural properties resulting in property listing or determinations of National Register Eligibility.
3. Publications, including articles in regional, national, or international professional journals, monographs, books, chapters in edited books, or audio/visual and internet based products related to the documentation and preservation of historic and archaeological resources, and/or traditional cultural properties.
4. Presentations at regional, national, or international professional conferences, symposia, workshop or exhibits related to the documentation and preservation of historic and archaeological resources, and/or traditional cultural properties.
5. Professional services on boards or committees or regional, national, or international professional organizations concerned with the documentation and preservation of historic and archaeological resources.
6. Awards, research grants, research fellowships, or invitations to teaching posts.

REQUIRED COMPETENCIES:
- Demonstrated skill and success in program or activity management.
- Demonstrated skill in public speaking and/or writing for public audiences.
- Demonstrated ability to maintain positive, productive relationships with a wide array of work colleagues, members of the public, and affiliated organizations.
- Training and/or demonstrated skill in interpretive and educational program development and execution.
- Competency in the operation of computers and computer software relating to word processing and/or spread sheets.
- Anthropological fieldwork experience in the Pacific, preferably Micronesia is highly desirable.

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 be in good health.

**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 and got approved by the National Park Service.

- 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.

**INFORMATION AND MATERIALS REQUIRED FOR SUBMISSION:**
- Curriculum Vitae

Written response to the following two supplemental questions:

1) **Describe your experience working with elderly citizens and/or any community groups associated in your work.**

2) **Describe your reasons for wanting this position.**

**APPLICATION PROCEDURES:**
Please send by both fax 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 fax numbers 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: (415) 632-2352  
F: (415) 632-2388  
paula_creech@nps.gov

AND

Ms. Sunny O. Ngirmang  
Director/Historic Preservation Officer  
Bureau of Cultural & Historical Preservation /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 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 Cultural Anthropologist 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 non-discrimination statement are required in all reports, publications, public information materials, including audio and visual, and in workshop materials.

Research publications derived out of the contract work must acknowledge National Park Service and Palau support. Copies must be supplied to the PALAU National, PALAU State Offices and NPS.

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 which can be counted in the Product Summary Table.
requirements and in conformity to yearly HPF Grants Special Conditions/Requirements.

Personal publications by the Anthropologist that are of a research or technical nature and that have been derived from work conducted in the course of her or his duty as the Palau HPO Cultural Anthropologist must acknowledge financial support from the Republic of Palau and NPS. At least one final copy of any such publication must be provided to the Palau HPO and NPS. NPS and the U.S. Department of the Interior shall have a royalty free right to republish any such material.

**Nondiscrimination Notice:** This program receives U.S. federal funds from the National Park Service, U.S. Department of the Interior. 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.

= End of Job Announcement= 