JOB ANNOUNCEMENT Palau Historic Preservation Office Staff Position Announcement

POSITION: Full-Time Republic of Palau (PALAU) Staff Archaeologist


CLOSING DATE: September 30, 2010, or until filled

LENGTH OF APPOINTMENT: Full Time Office Staff Position—Contract for 2 years (renewable annually)

SALARY RANGE: Between US$37,000 and $41,000 depending on education and experience

BENEFITS: Housing will be provided in addition to salary. 15 days annual leave and 15 days sick leave per year in addition to time off for national holidays. Medical and Life Insurance are optional and are subject to a probationary period before being applied and applicable schedules of enrollment.

POSITION STARTING DATE: An early starting date is preferred.

LOCATION AND SUPERVISION: This is a national 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 major Islands of the Republic of Palau (PALAU) are located in the Pacific Ocean between five and ten degrees north of the Equator, approximately 2,500 miles west by southwest of Hawaii, and approximately 600 miles north of New Guinea. Temperatures and humidity are typical of tropical islands near the Equator. Shopping and medical facilities are limited. Public schools are available to residents but educational standards vary and most classes are taught in local languages. A small number of private schools are available. English is widely spoken but the local language is Palauan and is used for many government meetings and all community events. Applicant must be able to adapt to differences in culture, relative isolation, environmental conditions, and relatively higher prices for imported goods.

TRAVEL: Approved official travel between Palau will be paid for by the employment agency. Should the Archaeologist originate from a foreign country the employee’s initial travel to Palau and final return to the origin country will be paid for by the employing agency. Moving costs of Household Goods will also be paid for by the employing agency up to US$2,500 for the employee’s initial move to Palau and up to US$2,500 for the final return to the origin country. Any excess cost above what is in this agreement will be born by the traveler.
DUTIES: The Palau Staff Archaeologist will serve as the nation’s technical expert on archaeology and historic preservation by working as office staff within the Palau Historic Preservation Office providing guidance and expert recommendations at both the State and National levels. The duties of the Staff Archaeologist has daily and annual duties including leading and guiding the following activities of the Historic Preservation Offices:

1) Meeting any requirements of U.S. National Park Service Program Assessments.

2) Regularly training Historic Preservation Office staff in archaeology and cultural resource management to enable them to be as knowledgeable, self-sufficient and self-directed as possible in carrying out their mission.

3) Developing, coordinating and carrying out plans for archaeological surveys and test excavations.

4) Establishing and maintaining centralized cultural resources inventories and registration systems.

5) Monitoring ground disturbing projects.

6) Assessing the condition and evaluating the significance of a variety of cultural resources.

7) Cultural resource management planning in coordination with State and National Government Agencies and the U.S. National Park Service.

8) Designing and managing cultural resource museum and laboratory facilities.

9) Designing and maintaining electronic cultural resources database.

10) Ensuring compliance with Section 106 of the U.S. National Historic Preservation Act and implementing regulations 36 CFR 800 with regard to U.S. Federal undertakings in PALAU.

11) Writing Project and Program reports and,

12) Other archaeological and cultural resource management duties as assigned.

13) Write report for each survey carried out in each respective PALAU State and write report on the Archaeology Program for each PALAU State at the end of the period for each island where the Archaeologist works.

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. The applicant must have a minimum of three years of full-time professional experience in applying theories, methods, and practices of Archaeology that enable professional and appropriate decisions to be made about the identification, evaluation, documentation, registration and treatment of historic and cultural properties. 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. Priority will be given to applicants from Micronesia and American Samoa. The applicant must be a citizen from those island areas or a citizen of the United States.

INFORMATION AND MATERIALS REQUIRED FOR SUBMISSION:
1. Current Curriculum Vitae
2. Cover Letter specifying how your qualifications and experience will enable you to successfully complete the duties of this position
3. Medical Clearance/Health Certificate from Origin
4. Police Clearance from Origin
5. Two small passport-size, portrait pictures

By law, the Medical Clearance/Health Certificate, Police Clearance and pictures must be submitted to process the required work permit.

APPLICATION PROCEDURES: Please send by fax and surface mail your current curriculum vita and cover letter to:

Mr. Dwight Alexander
Historic Preservation Officer/Director
Bureau of Arts and Culture
Ministry of Community and Cultural Affairs
P. O. Box 100
Government of the Republic of Palau
Koror, Republic of Palau, 96940
Telephone (680) 488-2489
Fax (680) 488-2657
histpres@palaunet.com

AND, Please email and surface mail items one through five listed above to:

Paula Falk Creech
American Samoa and Micronesia Program Manager
National Park Service
Micronesia Historic Preservation Coordinator
Cultural Resources Team
National Park Service
Pacific West Regional Office
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 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 Interior, National Park Service, P. O. Box 37127, Washington, D.C. 20013-7127.

All work conducted or supervised by the Palau Staff 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.

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.

**Keywords:** job, archaeology, CRM

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