



JOB ANNOUNCEMENT

Position Title:

Palau SBDC Center Director

Location:

Palau National Development Bank Vicinity, Airai, PW 96940

Open Date: February 27, 2024

Closing Date: 14 days after Open Date.

Minimum Qualifications:

- A minimum of a bachelor's degree in business or other appropriate field plus two to five years in business ownership, consulting, or business management experience is required.
OR
- Eight years of significant, successful small business ownership or management experience can be substituted for academic qualifications. Must attain initial Certified Small Business Development Counselor status within one (1) year of employment and maintain annual re-certification status as a Condition of Employment.

Preferred: Master's degree and/or experience as a SBDC Business consultant/counselor, or SBDC lead center or Service Center Director preferred.

Character of Duties:

- Develops and tracks goals in line with the PISBDCN mission, strategic plan and directives, SBA program announcements and regulations, and Association of Small Business Development Center (ASBDC) certification requirements.
- Provides one-on-one business counseling to established and prospective small business owners and other qualified clients.
- Plans, directs and organizes the SBDC Service Center program operations and Service Center personnel in accordance with the PISBDCN Standard Operating Procedures.
- Directs and supervises the Palau SBDC Service Center counseling/consulting services and training programs. Prepares and updates proposed work plans to meet minimal counseling/consulting and training milestones and annual goals established in consultation with the PISBDCN Director. Ensures that high quality technical assistance, counseling and training are provided to the small business community throughout the assigned geographic region.
- Responsible for determining, planning, designing and developing training courses and conferences. Establishes presentation dates and locations and develops co-sponsoring arrangements. Initiates contracts with instructors/presenters, as required. Secures written approval from the PISBDCN Director for all training events prior to presentation.
- Engages in advocacy for small business interests by developing and promoting public awareness of SBDC programs and services.

- Develops procedures pursuant to PISBDCN Standard Operating Procedures (SOP) for the operations and standards of service delivery to the business community and ensures that the Palau SBDC Service Center adheres to such standards.
- Supervises all PalauSBDC Service Center personnel. Responsible for all personnel actions and for ensuring continuous professional growth and development of self and Palau SBDC Service Center staff in accordance with the PISBDCN Strategic Plan, network certification standards for SBDC personnel, the quarterly network professional development/quality improvement program, and the PISBDCN SOP.
- Develops and conducts diverse outreach assistance programs which are responsive to the needs of the Palay SBDC Service Center.
- Performs other related duties as assigned.



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Our Contact:

680-587-6004
P. O Box 816
Koror, PW 96940

**Send Your CV and Cover Letter
To Email :**

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