



VACANCY ANNOUNCEMENT #19-02

P.O. Box 248
Koror, Palau 96940
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Email: palaujudiciary@palaunet.com

POSITION : Computer Technician (MIS Office)
LOCATION : Palau Supreme Court (Ngerulmud, Melekeok)
STARTING SALARY : PAY LEVEL 13/1, \$674.81 BW (\$17,545.00 PA)
OPENING DATE : October 19, 2018
CLOSING DATE : November 2, 2018

MINIMUM QUALIFICATIONS:

- Associate Degree in Information Technology or related field.
- Demonstrate knowledge, skill or ability in: General electronics, Customer service, Analyzing information, Prioritizing work, Attention to details and thoroughness and Deadline oriented.
- Oral and written communication skills
- Demonstrate a professional attitude towards work at Judiciary with emphasis on strength of character, honesty, confidentiality, resourcefulness in finding solutions to problems, good judgment and dedication to hard work.
- Demonstrate openness to learning and development, ability to plan and manage work commitments, management skills in supervising staff and time and assist colleagues in other sections/departments to meet deadlines and work towards organizational goals.
- Valid Republic of Palau (ROP) driver's license
- Commitment to team work.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Works under the direction and supervision of the MIS Director.
- Install hardware and software systems, Maintain or repair equipment, Troubleshoot a variety of computer issues, Set up computer security measures, install and configures computer workstations and local area networks, operates them, monitors their performances, diagnoses and solves their problems.
- Install, operate and maintain network services, routers, concentrators, hubs, switches, modems and other network devices following technical plans.
- Maintain back-up for daily operations. Respond to Judiciary computer users' questions and explain the operation of network applications and equipment.
- Resolve network communications problems to ensure user's access to Judiciary network resources.
- Install or repair PC compatible computers with standardized applications and networking software, diagnosing and solving problems that develop in their operations.
- Assist in preparing cost estimates for servicing peripherals (printers, scanners and other office and courtroom equipment)
- Assist in the maintenance of standards and documentation.
- Install and configure local area data communications networks which may carry data, voice and video communications following organization standards, Maintain courtroom equipment (PA system, recording equipment and its accessories)
- Manage Assistant computer Technician on daily routine and non-routine work, Train staff to use computer equipment and computer software correctly and safely.
- Performs other job related duties as assigned by supervisor.

HOW TO APPLY: Application forms may be obtained from the Office of the Clerk of Courts of the Palau Supreme Court (Koror and Melekeok). Completed application forms, along with all necessary documents, shall be submitted to Ms. Hasinta Tabelual, Human Resource Specialist at the Clerk of Court Office in Ngerulmud or Ms. Allison I. Sengebau, Chief Clerk, at the Clerk of Courts Office in Koror.

Luisa F. Kumangai
Acting Deputy Administrative Director