

VACANCY ANNOUNCEMENT #19- 08

POSITION : Lead Computer Technician (Exempt)
LOCATION : M.I.S., PALAU JUDICIARY/ Koror & Melekeok
STARTING SALARY : PAY LEVEL 16/6 \$31,483.00 P/A (\$1,210.88 BW)
OPENING DATE : April 29, 2019
CLOSING DATE : Until Filled

QUALIFICATIONS:

- Bachelors Degree in related field or a minimum of an AA degree with at least 5 years of experience in IT department management; oversee hardware, systems security and network, system applications, database and software management and upgrades as well as the websites. Performance of duties typical of this position normally requires type of duties assigned to the position and knowledge of applicable operational instructions pertaining to the work performed.
- Basic programming and database management skills
- No criminal record
- Ability to work independently and quickly acquire subject matter expertise
- Ability to supervise

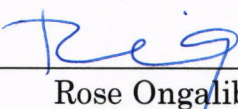
PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Works under the direction and supervision of the MIS Director.
- Perform routine services for the Judiciary computer systems not limited to the Judiciary Information System, Judiciary Security Camera, Website and all Users..... 50% of the entirety of his/her duties:
Provide computer service by performing routine maintenance of hardware and software; Perform basic setup of computer systems by installing hardware and software and other necessary components such as networking devices, disk drives, communication devices, power back up devices, etc.; Provide technical support in planning and laying out network systems for data communications and information sharing system; Coordinates and participates in work projects such as converting to new hardware and software; Provide power supply specifications, requirements and configurations and provide recommendations to control dust, temperature and humidity in area of system installation; May train users to use
- Participate in Computer Systems Development not limited to the following:
.....40% of the entirety of his/her duties:
- Tests computer systems to determine component failures and malfunctions of component loss. Prioritize importance of components and writes recommendations for recovery losses and using backup equipment; Read

technical journals or manuals and attends Vendor Seminars to learn about new computer hardware and software. Write project reports and documentation for new or modified software and hardware; Modifies, tests, and corrects existing programs. Evaluates and tests vendors-supplied software package for mainframe computer or microcomputers to determine compatibility with existing system, ease of use and if software meets the user needs; Evaluates workload and capacity of operations; Reviews existing network systems and makes recommendations for improve networking and sharing of information within departments or among users; Assist in the development of security measures and policy to safeguard information in computer files against virus, accidental, hackers, unauthorized access, destruction, or disclosure; Review data processing requirements and plan data processing system that will provide system capabilities required for projected work load, and plans layout and installation of new system or modification of existing system; and conducts studies pertaining to development of new information systems to meet current projected needs. Analyses, reviews and alters program to increase operating efficiency or adapt to new requirements.

- Participate necessary training programs for professional development and perform other task assigned by supervisor.....10%
- Design and generate summary reports from electronic databases.
- Performs Administrative duties to assist MIS Director.
- Recommends and implements systems and structure for the improvement in the Administration of the Judiciary.
- Perform other duties as assigned by Chief Justice/Supervisor;

HOW TO APPLY: Application form can be obtained from the Office of the Clerk of Courts of the Palau Supreme Court. Completed forms along with all necessary documents shall be submitted to Ms. Hasinta Tabelual at the Palau Supreme Court.



Rose Ongalibang
Acting Deputy Administrative Director