



VACANCY ANNOUNCEMENT 24-10

Tel: (680) 488-4979 or 767-3331

Fax: (680) 488-1597 or 767-2606

Email address:

sshro@palausupremecourt.net

POSITION TITLE : COMPUTER TECHNICIAN
SALARY : PAY LEVEL 13/1 (\$794.81 B/W)
LOCATION : Palau Judiciary (Management Information System Office)
OPENING DATE : November 27, 2024
CLOSING DATE : Until Filled

REQUIRED MINIMUM QUALIFICATIONS:

- Associate Degree in Computer Science, Information Technology, Electronics, and/or three years of work experience in the IT department;
- Demonstrate knowledge, skill or ability in General electronics, Customer service, Analyzing information, Prioritizing work, Attention to details, Thoroughness, and Deadline oriented;
- Oral and written communication skills;
- Demonstrate a professional attitude with emphasis on strength of character, honesty, confidentiality, resourcefulness, good judgement and dedication to hard work;
- Demonstrate openness to learning and development, ability to plan and manage work commitments, management skills in supervising staff and assist colleagues in other sections/departments to meet deadline and work towards organizational goals;
- Demonstrate a professional attitude towards work at the Judiciary with emphasis on strength of character, honesty, confidentiality, resourcefulness, in finding solutions to problems, good judgement and dedication to hard work.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Works under the direction and supervision of the MIS Director;
- Install, configure, and maintain computer hardware, software, and peripherals;
- Troubleshoot and resolve hardware and software issues promptly;
- Assist in managing the Court's network, including server maintenance and data backups;
- Provide technical support to staff and address user inquiries;
- Monitor system performance and security to prevent disruptions;
- Maintain inventory of IT equipment and manage procurement of supplies as needed;
- Assist with the implementation of new technology solutions and upgrades;
- Collaborate with other departments to ensure IT needs are met effectively;
- Perform other duties as assigned by the Supervisor, the Administrative Director, or the Office of the Chief Justice.

HOW TO APPLY: Application form can be obtained from the Office of the Clerk of Courts of the Palau Supreme Court in Koror or Ngerulmud or from Judiciary website. Completed application along with all necessary documents shall be addressed to Ms. Shaina N. Shiro, Human Resource Specialist, and submitted to the Clerk of Courts in Koror or in Ngerulmud.