



JOB VACANCY ANNOUNCEMENT

IT IS THE POLICY OF THE GOVERNMENT THAT QUALIFIED REPUBLIC OF PALAU CITIZENS ARE GIVEN FIRST PRIORITY FOR EMPLOYMENT CONSIDERATION; WITH UNITED STATES CITIZENS AND, SUBSEQUENTLY, THIRD COUNTRY NATIONALS UTILIZED IN POSITIONS FOR WHICH QUALIFIED REPUBLIC OF PALAU CITIZENS ARE NOT AVAILABLE.

VA #: BPSS-2019-119R2

OPENING DATE: 08/14/2019

CLOSING DATE: 08/27/2019

POSITION TITLE: PROGRAMMER I

SALARY: GL-13/1-5, \$674.81 -\$753.23 B/W

LOCATION: BUREAU OF HEALTH ADMINISTRATION SUPPORT SERVICES
MINISTRY OF HEALTH
REPUBLIC OF PALAU

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:

- Code, test and troubleshoot programs utilizing the appropriate hardware, database and programming technology.
- Refine data and format final product.
- Maintain and modify programs, make approved changes by amending flow charts, develop detailed programming logic, and coding changes.
- Test and develop programming modifications.
- Write new program code using prescribed specifications.
- Evaluate simple interrelationships between programs such as whether a contemplated change in one part of a program would cause unwanted results in a related part.
- Analyze performance of programs and take action to correct deficiencies based on consultation with users and approval of supervisor.
- Confer with users to gain understanding of needed changes or modifications or existing programs. Resolve questions of program intent, data input, output requirements, and inclusion of internal checks and controls.
- Write and maintain programming documentation.
- Analyze NT client/server and micro-computer based software solutions capability with company requirements.
- Maintain confidentiality with regard to the information being processed, stored or accessed.
- Document programming problems and resolutions for future reference.
- Perform or direct revision, repair or expansion of existing programs to increase operating efficiency or adapt to new requirements.
- Perform system analysis and programming tasks to maintain and control the use of computer systems software as systems programmer.
- Implement system backup procedures and participates in recovery operations in the event of destruction of all or part of the operating system or other system components and/ or peripheral equipment are responding to a programs instructions.
- Write or contribute to instructions or manuals to guide end users.
- Creates and modifies utility programs.

- Through understanding of privacy rules/ legislation, determine data security requirement and implementing measures to assure security of information.
- Consult with and assist computer operators or system analysis to define and resolve problems in running computer programs.
- Consult with managerial, engineering and technical personnel to clarify program intent, identify problems and suggest changes.
- Investigate whether networks, workstations, the central processing unit and ensure systems efficiency and integrity.
- Recommends policies and procedures for use/sharing/exchanging of information.
- Assist personnel of other departments as a computer resource.
- Provide on the job training to new department staff members.
- Provide computer orientation to new company staff.
- Participate in meetings, continuing education and conferences relating to field.

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Associate Degree in computer science, mathematics or information systems or related field with at least three (3) years of work related experience.