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-2020-133  OPENING DATE: 06/15/2020  CLOSING DATE: 06/26/2020

POSITION TITLE: INFORMATION TECHNICIAN

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

LOCATION: DIVISION OF SURVEYING & MAPPING
BUREAU OF LANDS AND SURVEY
MINISTRY OF P.I.I.C.

SOURCE OF FUND: LOCAL

DUTIES AND RESPONSIBILITIES:
Ensure technology is accessible and equipped with current hardware and software.........45%

- Trouble shoot hardware, software and network operating system
- Be familiar with all hardware and software
- Be familiar with networking operating system
- Provide orientation to new users of existing technology
- Train staff about potential uses of existing technology
- Train staff about new and potential use
- Provide recommendation about accessing information and support
- Maintain current and accurate inventory of technology hardware, software, and resources

Monitor and maintain technology to ensure maximum access...........45%

- Troubleshoot all technology issues
- Maintain log and/or list of required repairs and maintenance
- Make recommendations about purchase of technology resources
- Researches current and potential resources and services
- Provide recommendation about accessing information and support
- Advise staff of security breach and/or change password or security status
- Ensure installation of lock out programs
- Identify and prepare hardware for disposal when appropriate
- Ensure hardware is stripped and secured before disposal

Perform other related duties as required during working hour..........10%

MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS:

Must have a Bachelor’s Degree or equivalent with at least four (4) years of work related experience.