


FA NO: FSM-078-18
OPENING DATE: 10/22/18
CLOSING DATE: 11/22/18

EXAMINATION ANNOUNCEMENT



Department of Finance & Administration
Division of Personnel Administration
F.S.M. National Government

It is the policy of the FSM Government that qualified FSM citizens is given first priority for employment consideration; with other Micronesians and U.S. citizens utilized in position for which no qualified FSM citizens are available.

POSITION AND SALARY:

Information Technology Manager
PL-38/1
\$627.06 B/W + \$40.00 COLA

This is the minimum rate at step of the grade. Higher rates maybe authorized in cases of hard-to-fill positions where it is appropriate to the qualification of the appointee.

LOCATION:

FSM Supreme Court
Judicial Branch
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATIVE ONLY):

Overseeing the FSM Judiciary's computer database, website, on base data system and other relevant programming, software and hardware; ensure safety and security of off-site storage, backup and archives for FSM Judiciary's program, files, data; maintains the Judiciary's master inventory on all National Judiciary properties including computer equipment; conduct periodic tests on FSM Judiciary's computer systems; make recommendations Chief Justice and Director of Court administration on computer upgrades; provide staff training on computer access; train backup It personnel; responsible for all computer upkeeps; assist in maintaining the FSM Legal Information System (LIS) website by converting work processing documents into web page, using HTML format and creating links where appropriate; assist in designing of court website; assist in re-coding and editing reports to be upload unto the LIS website; assist in transferring and uploading 21 Volumes of FSM Interim Reporter, Digest/Updater on the LIS and FSM Supreme Court website; assist in providing training programs for use of FSM LIS and perform other duties as assigned.

QUALIFCATION REQUIREMENT:

Graduation from an accredited college or university with a Bachelor's degree in Computer Science or related field plus four (4) years of related work experience as computer system, Information Technology or webmaster.