

EA NO: FSM-086-18
OPENING DATE: 11/5/18
CLOSING DATE: 12/5/18

EXAMINATION ANNOUNCEMENT



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

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

POSITION AND SALARY:

Information Technology (IT) & Communication Specialist
PL-36/1
\$566.26 B/W + \$40.00 (\$606.26 B/W)

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

LOCATION:

Department of Environment, Climate Change & Emergency Management (DECCEM)
FSM National Government
Palikir, Pohnpei FM 96941

DUTIES (ILLUSTRATION ONLY):

To deal with the system problems as for the project users; to follow and supervise the installation of new apparatus; to be responsible for set up, development, maintenance and update of the website; to take security procedure for the system's files; troubleshooting systems and networks; diagnosing and solving hardware/software failures; replacing computer hardware as required; providing supportive documentation; including procedural documentation; referring to diagrams and written instructions to repair a fault or set up a system; running a network applications to support the system and users; supporting new applications and set up new users; testing/evaluating new technology; conducting electrical safety checks on computer equipment; develop effective office communication strategies; manage internal communications (memos, newsletter etc); draft content (e.g press releases) for mass media or office website; cover the stories for office workshop/conference/training/meetings; liaise with medial and handle requests for interviews, statements etc.; foster relationships with advocates and key persons; perform "damage control" in case of bad publicity; assist in communication of strategies or messages from senior leadership; perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Graduation from recognized college or university with a degree Computer Science or related field plus three (3) years of related work experience in computer system and information technology.