DOE HUMAN RESOURCES OFFICE
CHUUK STATE SCHOOLS SYSTEM

_____
_____

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-023-2014**

Opening Date: 23 June 2014   **Closing Date:**   23 July 2014

Position/Title: **Information Technology Specialist**
Grade/Step: PL 16 - 21
Salary: $5,526.56 to $7,063.68 p/a

Location: Division of Planning and Development
                       Department of Education
                       Weno, Chuuk State

Position Supervised by: Information Systems Coordinator

SUMMARY:	The Information Technology Specialist troubleshoots, repairs, and operates technology systems and related peripherals. Performs operations involved in a variety of technology media output. Functions as an effective member of the Division.
ESSENTIAL DUTIES AND RESPONSIBILITIES:	• Perform validated media input utilizing a variety of technology systems and peripherals. • Operate and perform general technology and administrative tasks associated with the operation and support of technology equipment. • Provide web services support. • Prepare, process, and configure general technology systems to produce a variety of output media, including, but not limited to, reports, lists, forms, and labels, as requested. • Troubleshoot, repair, monitor, backup, and escalate a variety of technology

	related systems.
	• Serve as project team member on a variety of technology related projects.
	• Assist other departments with special projects, as assigned. Perform other related duties with respect to position, as assigned.
	• Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	• Principles, methods, procedures, and tools used in the operation and repair of technology systems.
	• Media control procedures and media entry operations.
	• Back-up techniques, procedures, and systems.
	• A variety of technology production systems.
	• Effective oral and written communication skills.
	• Principles and practices of technology systems.
	• Perform a variety of technology operations in the production of media output and web services support.
	• Perform quality assurance, maintain and monitor logs, and perform technology systems backup.
	• Input, process, and produce a variety of media production according to established procedures and timelines.
	• Communicate effectively, both orally and in writing, as a project team member.
	• Operate technology systems properly and efficiently.
	• Establish and maintain cooperative and effective working relationships with others.
	• Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents, and others.
EDUCATION AND EXPERIENCE:	• Minimum of an Associate degree in Computer Science, Information Technology, or related field is required.
	• Bachelor's degree or higher in Information Technology or Computer Science is preferred.
	• Minimum of five years of experience in computer systems design, programming, troubleshooting, data management, and hardware and software maintenance, with additional successful experience is preferred.

POSITION REQUIREMENTS:	• Maintain professional appearance and conduct.
	
	• Consistently exercise professional judgment, including work habits, regular and timely attendance.
	
	• Able to work in an office, school, and field environment.
	
	• Physical demands:
	    o Dexterity of hands and fingers to operate a computer keyboard.
	    o Seeing to read a variety of reports and documents.
	    o Sitting for extended periods of time.
	    o Hearing and speaking to exchange information.

MATERIALS AND EQUIPMENT USED:	• Personal computer. • General office equipment such as telephones, fax, and copy machines. • Word processing software including Word, PowerPoint, Excel, and additional special software required for the position.

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
Department of Education
Weno, Chuuk FM 96942
(691) 330-5430/6730
augustinetakashy@gmail.com