



FEDERATED STATES OF MICRONESIA DEVELOPMENT BANK

P.O. Box M
Kolonía, Pohnpei FM 96941

Opening Date: February 27, 2019

Closing Date: March 29, 2019

POSITION ANNOUNCEMENT NO. 2019-003

It is the policy of the FSM Development bank that FSM citizens be given first priority for employment consideration, with other Micronesians, U.S. citizens, and other nationals utilized in positions for which no qualified citizens are available.

POSITION:	SYSTEM ADMINISTRATOR
LOCATION:	FSM Development Bank, Headquarters, Kolonia, Pohnpei
SALARY:	\$18,782.40 minimum per annum, Higher Salary may be Considered Depending on Qualification

GENERAL DUTIES AND RESPONSIBILITIES (Illustrative only):

1. Perform the actual install, upgrade, monitor, maintain, configure and testing of software and hardware (physical and virtual) components of the Bank's network;
2. Assist the IT Manager to implement the requirements of the Bank's IT plans, including some scripting and programing;
3. Maintain the essentials such as operating systems, business applications, security tools and software, website, email, PCs, local and wide area networking, including switches, firewalls, ADSL modems, WiFi access points, and the virtual environment; troubleshoot server operating system, network hardware and network application errors;
4. Administer networks, systems and servers related to the Bank's network system (e.g. e-mail system, wireless systems, networks, Active Directory accounts, (and others), network printers, desktops, laptops, telephone system, SQL database, LAN/WAN, VPN, VMware systems, etc.) including physical and virtual server provisioning;
5. Draft correspondence memos/letters associated with recommendations for acquisitions of appropriate computer hardware and software;
6. Perform preventive maintenance tasks for network, systems and applications, including backup and restoration of systems for the purpose of ensuring the safe and efficient operation IT equipment, systems and applications;

**The FSM Development Bank is an equal opportunity employer, provider and lender. For Discrimination Complaints,
Please write to: the Chairman of the Board of Directors, P.O. Box M, Kolonia, Pohnpei FM 96941**

7. Install computer equipment, network (client and server) software and hardware on a variety of platforms including all setup and configurations component (e.g. service packs, application software, operating software, hardware upgrades and patches, cabling and wiring) for the purpose of deployment equipment and applications, upgrading equipment and applications, and otherwise providing support for all technology operations;
8. Troubleshoot network, systems and applications for the purpose of identifying and correcting malfunctions and other operational difficulties; provide after-hours support for infrastructure related emergency as well as occasional weekend maintenance;
9. Perform regular IT security monitoring, testing and identification of security threats and vulnerabilities; provide recommendations for rectifying security compromises;
10. Ensure high availability and acceptable levels of performance of mission critical host computer resources;
11. Manage IT helpdesk system, plan and prioritize systematically to minimize backlog and ensure operational efficiency and other duties assigned by the IT Manager and maintains the Bank's filing system;
12. Perform other duties as assigned.

QUALIFICATIONS REQUIREMENTS: Bachelor's degree in Computer Science, Information System and/or other related fields from an accredited college or university or five years related experience and/or training; or equivalent combination of education and experience, preferably in banking. Specialized training or extensive experience in the repair of computer hardware. Proficient in operating systems used by Banks. Extensive networking, systems analysis, design and programming skills.

SKILLS: Ability to learn and develop skills relating to computers operating systems such as Windows, Mac OS, and other computer platforms. Ability to perform advanced install, configure and maintain servers and networks. Ability to analyze technical problems, define in basic terms, and execute tasks. Ability to learn, execute and assess computer system network troubleshooting, database management system, maintenance, back-up, upgrades and updates.

CERTIFICATIONS: Preferred certificates in Information System and Network Security, Cyber Security, VMware Vsphere 6.5 Fundamentals, Database Management systems, Governance of Enterprises IT, Windows, Mac OS and other operating systems.

FILING INSTRUCTIONS: All applications, curriculum vitae, and at least three letters of reference shall be completed and submitted to: FSMDB Corporate Office in Kolonia, Pohnpei, or any of the FSMDB Branch offices in Chuuk, Kosrae and Yap State. You may mail to: FSM Development Bank HQ, P.O. Box M, Kolonia, Pohnpei FM 96941; or fax to 320-2842 or by email to: loverh@fsmdb.fm, on or before March 29, 2019.

The FSM Development Bank is an equal opportunity employer, provider and lender. For Discrimination Complaints, Please write to: the Chairman of the Board of Directors, P.O. Box M, Kolonia, Pohnpei FM 96941