



VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 401-16-003

OPEN TO: All Interested Candidates

POSITION: Information Technology Specialist

OPENING DATE: **June 4, 2016**

CLOSING DATE: **June 22, 2016**

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: \$16, 279 to \$22,377 (starting salary)

POSITION TYPE: LONG-TERM PERSONAL SERVICE CONTRACTOR (PSC)
(1 year contract, renewable at option periods)

*****FINAL HIRING CONTINGENT UPON AVAILABILITY OF FUNDS*****

NOTE: ALL APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

Peace Corps Micronesia is seeking an individual for the position of **Information Technology Specialist**. Post located in Pohnpei.

BASIC FUNCTION OF POSITION

Basic Function of Position: This position reports directly to the Peace Corps Country Director (CD) with technical guidance provided by the International Support and Services (ISS) group in Washington, DC.

The Information Technology (IT) Specialist is the primary contact for first-tier technical support at Peace Corps: administering the local IT systems, maintaining ISS mandated configurations, and ensuring that all IT systems adhere to Peace Corps and US Government policy. Daily tasks will be managed by the Director of Management and Operations (DMO) or CD but the incumbent is expected to exercise initiative, independent judgment and skill while carrying out recurring duties.

A copy of the complete position description listing all duties and responsibilities is available at the Main Office in Kolonia, Pohnpei. Contact Kikulynn Hebel at (691) 320-2531.

QUALIFICATIONS REQUIRED

Required Qualifications:

- Fluency in English
- Demonstrated experience in any form of training including ad hoc or informal training of co-workers.
- At least two years of experience in supporting/troubleshooting Windows computer systems within an office.
- Demonstrated experience providing technical support to computer users of various levels of computer skills in an office environment.
- Demonstrated ability to understand and interpret technical manuals, and written and verbal instructions.

-AND-

- Demonstrated experience, either as a contractor or direct-hire employee, in U.S. Government agencies and /or Peace Corps is desired.
- Demonstrated experience with standard Peace Corps software: Server 2008/2012, Windows 7, MS Exchange, Excel, Outlook, Word, and Access.
- Demonstrated experience with Local Area Networks/Wide Area Networks, including experience installing and troubleshooting Internet connectivity.
- Demonstrated experience administering and troubleshooting Windows server and/or MS Exchange.
- Completion of education or training resulting in a baccalaureate degree, or the host country academic equivalent.
- Must have very good computer skills, and be able to work well in MS Word, MS Excel, and MS Outlook.
- Must have a clean background and be able to receive a clearance from the US Embassy.

Peace Corps is a professional organization. Standard Peace Corps office hours are 40 hours per week, but additional hours and off-hour (weekend/holiday) work may be needed to fulfill these duties and to support Volunteers.

SELECTION PROCESS

It is essential that the candidate specifically address the required qualifications above in the application.

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

Peace Corps Basic QUALIFICATIONS for employment or contract.

In order to qualify for a position with Peace Corps as a resident Foreign Service National (FSN) employee or Personal Services Contractor (PSC), an individual must meet the following:

- FSM citizenship is preferred for FSN and PSC positions, but positions are open to applicants of all nationalities who have the legal right to obtain employment in the FSM or Palau;
- Meet the minimum qualifications for the position sought. Each Position Description or Statement of Work outlines minimum and preferred qualifications;
- Be at least 18 years of age. Note that there may be a mandatory retirement age for FSN positions. The mandatory retirement age varies according to local labor law; and
- Possess a valid driver's license and receive written permission from the Country Director to drive a Peace Corps vehicle, if this is a duty required of the position.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff along with a listing of applicant's work experience attached as a separate sheet;
2. A cover letter and current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B below for more information); plus
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Administrative Unit
Peace Corps Micronesia
P.O. Box 9
Kolonia, Pohnpei FM 96941
HR-Micronesia@peacecorps.gov

POINT OF CONTACT
Kikulynn Hebel
Telephone: (691) 320-2531
FAX: (691) 320-5118

E-mail: applicants@fm.peacecorps.gov

CLOSING DATE FOR THIS POSITION: June 22, 2016

Peace Corps provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.