



# Palau National Communications Corporation (PNCC) Vacancy Announcement

It is the policy of Palau National Communications Corporation (PNCC) that qualified Republic of Palau Citizens be given **EQUAL EMPLOYMENT OPPORTUNITY** for employment consideration, with other country nationals utilized in positions for which qualified Republic of Palau Citizens are not available.

<b>Open Date:</b>	<b>April 16, 2017</b>	<b>Close Date:</b>	<b>April 28, 2017</b>
<b>Position Title</b>	<b>Computer Technician</b>		
<b>Salary Range</b>	<b>S1.1a – starting @ \$16,910.83 per annum</b>		

## JOB OBJECTIVES:

1. Maintain and improve the computer usability across the board so that PNCC employees can utilize IT to a maximum extent in order to achieve their objectives and goals in a manner consistent with Strategic Plan.
2. Provide technical assistance to internal and external clients to ensure the computer usability and internet accessibility.
3. Be compliant with Our Values (PNCC Eight Principles) so that not only customers, but also employees of PNCC feel happy to work with you.

## KEY DUTIES AND RESPONSIBILITIES:

Computer Technician is required, but not limited, to fulfill the following duties and responsibilities. In the case where activities not covered herein become questioned, determine whether Computer Technician should undertake such activities jointly with Information Systems Manager, based on the points delineated in the above "Job Objectives."

### **[EXPECTED ACTIVITIES & ACHIEVEMENTS]**

- Understand strategic imperatives
- Set yearly objectives and goals
- Conduct necessary planning and operations
- Install a variety of hardware and software programs
- Analyze, evaluate, and develop systems and procedures
- Assist in coordinating and maintaining a security system
- Perform network trouble shooting
- Answer client inquiries
- Provide technical assistance to customers
- Evaluate your activities on a PDCA (Plan-Do-Check-Action) basis:

- Collect VOC (Voice of Customers):
- Understand fully the value of each PNCC product/service.
- Attend technical trainings, conferences, and seminars
- Work independently under general supervision of the Information Systems Manager

**[COMPLIANCE WITH OUR VALUES]**

- Be responsive:
- Value teamwork:
- Contribute to improvements of customer services
- Be proactive:
- Improve technical skills continuously.

**QUALIFICATION REQUIREMENTS:**

Minimum education requirement: Two year college graduate majoring in computer science or related field.

Three (3) years of progressively responsible work experience in the operation of electronic computers and peripheral equipment. Experience must have demonstrated good working knowledge of the components of various electronic computers and peripheral equipment; and at least one (1) year of systems analysis and design work. Must have a good knowledge of the capabilities and limitations of various types of electronic computer system.

Combination of college training in computers science and excess qualifying work experience may be considered equivalent to completion of college education.

Good command of spoken and written English and Palauan languages.

**HOW TO APPLY:**

EMPLOYMENT APPLICATION FORMS ARE AVAILABLE AT THE PNCC HUMAN RESOURCES OFFICE LOCATED IN NGERUSAR, AIRAI STATE AND THE PNCC KOROR BUSINESS OFFICE (KBO) LOCATED IN DOWNTOWN KOROR ACROSS FORMER PALAU NATIONAL CONGRESS BUILDING OR SEND RESUMES TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES OFFICE  
 PALAU NATIONAL COMMUNICATIONS CORPORATION  
 P.O. BOX 99 – ONE AIRPORT ROAD  
 KOROR, REPUBLIC OF PALAU 96940

FOR FURTHER INQUIRIES, PLEASE CONTACT PNCC HR OFFICE @ 587-9075 OR 587-9000 EXT. 251/252/285 OR Email: [pncchrdm@palaunet.com](mailto:pncchrdm@palaunet.com)