

ANNOUNCEMENT OF POSITION VACANCY

Location: FSM Social Security Administration HQ, Kolonia, Pohnpei FSM	Opening Date: May 6, 2022
Position: IT Manager	Closing Date: June 6, 2022
Salary Range: \$15,000.00 to \$25,000.00 per annum (depending upon qualifications)	

The Federated States of Micronesia Social Security Administration is seeking for a qualified candidate to fill the position of an Information Technology (IT) Manager. This position reports directly to the FSMSSA Administrator. Responsibilities for this position is to ensure that, at all times, a reliable and error free computer system (both hardware and software) is in operation and maintained to serve all aspects of FSM Social Security Administration functions and to keep, update and upgrade, as necessary and on a regular basis, all FSM Social Security Administration master files, including off-site back-up storage of all relevant programs, data and files.

DUTIES AND RESPONSIBILITIES:

Hardware and Networking

- Maintain and operate computer systems, network, switches and routers.
- Install, support and maintain servers, laptop and desktop computer systems.
- Plan for and respond to service outages and other problems.
- Responsible for overall security and the upkeep of firewalls and intrusion detection systems.
- Perform and verify back-ups of system data and other server files.
- Suggest and improve on all IT procedures.
- Quickly diagnose hardware and networking problems at HQ and in branch offices.

Software

- Install computer software as needed
- Be familiar with the custom data system, including the installation of upgrades, and all operational tasks, including:
 - All employer and benefit functions
 - Maintaining usernames and permissions
 - Check printing procedures
 - Importing and Exporting data from branches
 - Importing and Exporting data to Headquarters
 - Data entry of Employers Quarterly Returns
 - Merging of TT Wages and Re-computing Individual Wages Earners.
- Perform trouble shooting and communicate problems, issues and enhancement requests between the systems programmer and staff, including branch offices.
- Quickly diagnose and solve software problems at HQ and in branch offices.

Management

- Train computer staff in all aspects of FSM Social Security Administration computer operations, so that adequate personnel back up is always available;
- Keep in touch w/FSM Social Security contract programmers on a regular basis and keep the Administrator informed of any changes or additions required to FSM Social Security Administration computer hardware or software;
- Ensures monthly, quarterly and year-end data processing are done on a timely manner;
- Periodically test audit trails to ensure no security violations have occurred in the master files;
- Perform other duties as assigned in job description

REQUIRED SKILLS AND KNOWLEDGE:

- Hardware, networking, operating systems and applications as well as hardware and software troubleshooting.
- Technical support system, must demonstrate a blend of technical skills and responsibility.
- Programming languages used for scripting of automation of routine tasks particularly when dealing with internet-facing of business-critical systems, project management for systems-related projects.
- Relational database concepts
- Must have a strong grasp of computer security, includes not merely deploying software patches, but also preventing break-ins and other security problems with preventive measures.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS:

Position requires a Bachelor Degree in Computer Science and experience in Visual Fox Pro or familiarity with Visual Basic, SQL, dBase, Access or similar.


APPLICATION INSTRUCTIONS

Any interested candidates should obtain application form at any Social Security Branch Office, Headquarter or website at www.fmssa.fm. Submit the application or show postmark if mailed, no later than **June 6, 2022** along with degree and/or transcripts to any of the Social Security Branch Offices or to:

Federated States of Micronesia Social Security Administration
P.O. Box L
Kolonia, Pohnpei FM 96941

Applicants who wish to submit electronically may send their scanned documents to fmssa@mail.fm and ssdeputy@mail.fm

APPROVED FOR BROADCAST/ANNOUNCEMENT BY


Leon Panuelo, Jr.
Administrator

05/05/22
Date