

reports, special reports, and tabulations according to general directions. Attends and participates in pertinent data systems training, conference, and seminars (on island or international) to augment knowledge and skills. Performs other related duties as assigned.

Environment: Adept with deploying and managing virtual infrastructure technology (i.e VMware EXSi platform, Equallogic) and Dell enterprise grade network solutions (i.e. Dell Force10 switches and PowerConnect wireless controller solutions.)

QUALIFICATION REQUIREMENTS:

Bachelor's degree in Computer Science, Information Systems, Networking or similar equivalent experience. Two (2) years extensive experience in system and network administration. Candidates with experience in deploying VMware EXSi platform, Dell Equallogic, Dell force 10 and PowerConnect wireless solutions desired. Hands-on knowledge of Wide Area Network (WAN) and Local Area Network (LAN) communications and the ability to isolate problems sufficiently to identify the appropriate corrective action. Knowledge in implementing and training users in the use of new systems or upgrades. Ability to write policies and procedures or system specifications or manuals. Must demonstrate strong project and time management skills for effective and efficient implementation of new projects. Strong analytical and problem-solving skills. Must have positive disposition and related or unrelated customer service experience. Be able to handle urgent situations in a calm, effective manner. Team-player and self-motivated. Willing to adopt to flexible work schedule primarily to cover core business hours as there will be times when it will be necessary to perform activities outside of normal office hours. Detail-oriented, organized, and security conscious is a must. Able to work with people from culturally and linguistically diverse backgrounds.

CONDITIONAL REQUIREMENTS:

This position is a Full-Time employment status. The regular work schedule will be Monday to Friday from 7:30am to 4:30pm for a total of 40 hours per week. This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demands of the employee's job; Every effort will be made to adhere to the employee's regular work schedule. This position is "**EXEMPT**" and is not eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: "Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any."*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

OTHERS:

This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security.

Note: *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources

Commonwealth Healthcare Corporation

1 Lower Navy Hill Road, Navy Hill, Saipan, MP, 96950

Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)

E-mail: humanresources@dph.gov.mp

Direct Line: (670) 236-8205/8210/8729/8202

Trunk Line: (670) 234-8950 ext. 3580/3581/3583

Fax Line: (670) 236-8756