



DEVELOPMENT BANK OF AMERICAN SAMOA
P. O. BOX 9, Pago Pago A. S. 96799
Office: (684) 633-4031 Fax: (684) 633-1163. Website: www.dbas.as

EMPLOYMENT OPPORTUNITY

Position: IT Assistant

Responsibilities:

- Confirm that all information centered onto DBAS software applications is accurate.
- Correct any discrepancies with software program related outputs
- Confirm that all system integration between loans and operations are operating efficiently
- Prepares a weekly side-by-side report to monitor differences between Loanbase principal balances and Sage loan receivables, until the RLSS system-parallel project is completed.
- Conducts training sessions of Windows features and software applications for DBAS employees.
- Troubleshoot and repair all computer hardware equipment:
 - Restore computers, check network status, check for needed upgrades, etc.
 - Make sure network is running and repair any problems
- Provide status reports on Hardware, Software and Network problems
- Perform documents digital image tasks and monitor organization of soft files for data backup daily, weekly, monthly, and annually.
- Assist in developing information system procedures for overall bank operations
- Provide managers with requested system reports
- Perform technical support and installations for computer: hardware/software issues
- Verify and record electronic bank property management
- Maintain and conduct duties as assigned by the IT Manager relating to information and communications technology.
- Perform any other duties as assigned by IT Manager

QUALIFICATIONS

EDUCATION/EXPERIENCE: Qualified applicant must have a Bachelors Degree (BS) in information technology or relevant courses, or an AA/AS in the same interest with two years related experience.

SKILLS/ABILITIES: Good interpersonal skills
Ability to assist and direct others
Computer proficiency in Windows Platform software systems
Sound project management skills
Must have a current driver's license



Please submit a DBAS application
our Development Bank Office Building
Deadline: Friday, June 22, 2018.

(www.dbas.as) with your resume to
located on the 2nd floor in Pago Pago.