

ANNOUNCEMENT for filling the position:

**IT Administrator**

**(Volunteering)**

Purpose of the job: To lead and direct the IT (Information Technology) affairs of the Technology Park office like the website of the Technology Park, social media accounts and providing a high quality services and to ensure accurate, efficient operation and effective management and reporting to Management, processes and procedures and to represent the Office to secure and maintain its success and good reputation

In addition, the IT Administrator will need to provide an adequate and optimal operation of the office of the Technology Park and make optimization of resources related to the workplace.

Besides the general conditions prescribed by Law, the ideal candidate should meet the following requirements:

**Basic:**

* 3rd year or Master in Computer Science or in a related area or equivalent professional qualification;
* Excellent knowledge of best practice in the IT activities or similar areas.

**Desirable:**

* Experience on developing or maintaining websites
* Experience with the programming languages as PHP and MVC frameworks like Yii Framework

The candidate should possess the skills and abilities:

**Basic:**

* Effective communication (oral and written) in the two local languages used at the University (Macedonian, Albanian) and contribution to the implementation of the Language Policy
* Ability to manage and motivate staff successfully
* Excellent interpersonal and communication skills, both oral and written
* Ability to lead and work within a team
* Ability to analyze and resolve complex data and issues
* Ability to function with due regard for confidentiality and data protection
* High standards of accuracy and customer service
* Excellent attendance and punctuality and effective use of working time
* Excellent organizational and time management skills
* Ability to self-motivate, use initiative and creative thinking and work flexibly
* Ability to prioritize work load effectively to meet deadlines and work well under pressure
* Ability to negotiate and defuse conflict and to solve problems
* Ability to use IT and computer systems efficiently to meet job requirements
* A willingness to undertake and lead training
* Commitment and loyalty to the company and its mission as the highest priority

**Desirable:**

* Effective communication (oral and written) in the three languages used at the University (Macedonian, Albanian, English
* Ability and willingness to travel when necessary

**Method of Application:**

Please send your application in the form of a short biography (CV) or via the standard form, recommended in the announcement, in the email address:

techpark@seeu.edu.mk

**Address:**

Technology Park, South East European University

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