**Technology Park**

**Job Description**

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| **Job Title** | IT Administrator | |
| **Department** | Administration | |
| **Status and Ranking** | **Full Time: Part Time: Volunteering: X** | **Ranking Position:** |

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| **Job Purpose** |
| 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 |

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| **Main Duties and Responsibilities** |
| To provide effective IT direction and leadership in the Technology Park office and develop, monitor and lead on the operation and monitoring of IT plans, policies and procedures for good management and evaluative purpose |
| To develop and maintain the website |
| To maintain the social media accounts |
| To develop and review the Office on a continuous basis in line with best practice |
| To provide regular IT reports and recommendations to the Management and relevant external bodies on the work of the Office such as monthly liquidity report |
| To plan and manage effectively and use of IT resources according to the company criteria and procedures; and provide accurate and timely review evidence and analysis |
| To lead staff teams effectively and ensure a welcoming, supportive and respectful work environment which motivates staff to carry out their work well |
| To develop and maintain positive external links to represent and promote the work and reputation of the Office |
| To participate in Self-Assessment processes and to take part in relevant training, including sharing good practice and expertise |
| To carry out duties and responsibilities in a legal, safe and secure manner |
| To carry out other duties in line with the rank of the post as may be reasonably required |

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| **Qualifications, Knowledge and Experience** |
| Essential:   * 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 |
| **Skills and Abilities** |
| Essential:   * 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 |