

Announcement

The Delegation of the European Commission wishes to recruit an Informatics Officer (ALAT- II), who will serve as assistant with responsibility for carrying out Technical Support Services .

Job Profile

The responsibilities of the successful candidate will include:

- Ensuring the implementation of the server infrastructure, upgrades, capacity planning, security and audit options, creation of accounts, login script etc, address books, IP addressing, technical assistance to users.
- To analyse and maintain overview of the office's work and ensure that timely support is provided for general and specialized office equipments , provide for virus prevention and cure through tools and to keep track of updates on the virus prevention
- To organise or participate in meetings on day-to-day matters concerning maintenance (to participate in discussions, assess impact of changes and make recommendations)
- To assist the Head of Administration with budget related expenditure estimates, in the preparation, maintaining of office budgets and servicing costs
- To assist in the negotiation with suppliers, associated agencies with regard to equipment, cabling, access to Internet etc.
- To prepare a quarterly activity report
- To organise and provide training and coaching to users on IT matters, especially on the MS Office suite.
- All kind of works related to informatics aspects

Education and Experience

Degree preferably in Engineering, Computer Sciences or equivalent discipline with thorough knowledge of networking/hardware and exchange server. Two years of experience in informatics. Knowledge in informatics, LAN, software applications, networking, hardware and exchange server. Good negotiation and communication skills are essential, as is an excellent command of English (both written and oral).

University degree, French and Italian languages will be an asset.

Terms

The successful applicant must be a citizen of one of the Member States of the EU, with permanent residence outside Albania. S/he will work at the Delegation in Tirana as a full-time member of staff, reporting to a Head of Section. The contract is for one year. There is an initial three months trial/probationary period

Submission of applications

Applications must include a covering letter, curriculum vitae, and if possible professional references and they are to be submitted by fax or e-mail by deadline **30 September** to Mr. Luigi Scagliola, Delegation of the European Commission, Rruga Donika Kastrioti Villa No. 42, Tirana (fax: +355 4 274410)

(email: delegation-albania@cec.eu.int).

Only short-listed candidates will be interviewed

If applicants do not receive an answer by the 15th of November 2004, they should consider that their application has not been accepted.