

LOGISTICS OFFICER AND IT ASSISTANT



We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

In Albania, Swisscontact carries out 'Skills for Jobs' (S4J), a project of the Swiss Agency for Development and Cooperation SDC.

To support us in the project activities we are looking for:

LOGISTICS OFFICER AND IT ASSISTANT

Employment start: April 15th, 2021

Contract duration: One year with extension possibility (3 months' probation period applies)

Place of work: Tirana (80% - 100% Tirana based)
Disposition for frequent travelling within the country

Job Role: The position's primary focus will be in the areas of administration of the project's and Regional Office's assets and inventory system, maintenance of IT infrastructure (hardware and software) and communication system. The Logistics Officer and IT Assistant will perform a variety of information technology support duties to ensure smooth delivery of services.

Tasks

Logistics Officer

- Assists with direct purchases and supports the Senior Administrative Officer in procurement processes for S4J project.
- Maintains up-to-date inventories and tracking systems. Ensures that all newly purchased assets are recorded into the Asset Inventory System before they are issued to the end user, including documentation. Document investments and develop an efficient documenting system (S4J project and Country/Regional Office).
- Analyses, manages, and monitors IT and infrastructure investments in partner providers (VET schools), as per S4J project needs. Conducts routine field visits to oversee investments, ensuring full compliance with usage requirements of S4J project.

IT Assistant

- Responsible for the installation, operation, and maintenance of computer systems, hardware and software configuration, communication systems, equipment maintenance and repair for S4J project and Regional Office.
- Provides daily technical assistance to the S4J team on use of technology and software.

- Assists with the use and management of platforms, software and digital solutions provided by the S4J project and Swisscontact.
- Assists with user manuals development and training sessions on the above mentioned as per S4J project needs.
- Provides support to Country and Regional Office on IT systems and IT infrastructure and Office 365 software and environment.
- Manages and administrates Office 365 licenses, email addresses, Teams and Sharepoint access of the Regional Office (around 70 users).
- Other duties as deemed necessary.

Requirements

Eligibility criteria

- University Degree in Information Technology.
- Previous 3+ years experien on similar tasks.

Other requirements

- Thorough knowledge of modern office procedures, and computer software packages required for work.
- Thorough knowledge on IT systems and IT infrastructure and Office 365 software and environment.
- Ability to communicate effectively.
- Ability to communicate technical details to programmers, vendors, users and others in an effective and understandable manner in order to achieve timely problem resolution.
- Ability to exercise judgment and initiative in identifying and resolving complex technical problems.
- Excellent coordination and logistics management.
- Professional, ethical, and reliable.
- Excellent interpersonal relationship and management skills.
- Good English, both writing and speaking.

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust and teamwork.

Interested candidates are encouraged to apply **in Attn to Mrs. Martiri within 31 March 2021, 16:00 hr to al.info@swisscontact.org** with:

- Curriculum Vitae including at least 2 referees contacts.
- A Cover Letter - expressing the motivation to apply for this job.

Only shortlisted candidates will be contacted and invited for an interview. Swisscontact reserves the right to consider only such applications which are completely suitable with the requirements for the position. Your application will be considered with confidentiality in respect of law no. 9887 date 10.03.2008 'For Personal Data Protection'.

A project of the Swiss Agency for
Development and Cooperation SDC