

EU Support for Rule of Law - Republic of North Macedonia

Vacancy Notice for National Short-Term Expert, IT Administrator EU funded project "EU Support for Rule of Law"

Contractor: Agency for European Integration and Economic Development (AEI)

Location: Skopje, North Macedonia

Type: Local Short-Term Expert

Expected start: 5 September 2022

Expected duration: Till 31 October 2022, 30 working days in total with a possibility for further extensions

BACKGROUND

The National Short-term Expert, IT Administrator, will work in Component 1 (Improving the capacities of judicial/justice institutions to deliver justice in transparent and accountable manner) as part of the implementation team for the European Union grant-funded project "EU Support for Rule of Law" in North Macedonia. The project is being implemented by an experienced international partnership led by the Agency for European Integration and Economic Development GmbH and three Co-Applicants - the Ministry of Justice and Public Administration of the Republic of Croatia, the Ministry of Interior of the Republic of Austria and the Ludwig Boltzmann Institute of Fundamental and Human Rights.

The Overall Objective of the project is to strengthen the rule of law in North Macedonia. Component 1 implements the following specific objective: To improve the capacities of justice institutions to deliver justice in a transparent and accountable manner. The short-term expert will support the implementation of the following activities: Activity 1.2.1 Analysis and improvement of the justice chain and enforcement process in order to increase efficiency; Activity 1.2.2 Support strengthening the capacity of the Chief Prosecutor's Office of the Republic of North Macedonia and Activity 1.3.1 Support for implementation of ICT Strategy.

ROLES AND RESPONSIBILITIES

The Expert will support the IT units in selected project beneficiary institutions providing technical expertise, know-how transfer and on the job training on configuration and administration of IT hardware and system software. The Expert will also advise on possible

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improvements to IT support services provided by the units to the users in the institutions. In particular, the Expert will support the beneficiary institutions with:

- Making a detailed inventory of existing IT infrastructure
- Installing, configuring, monitoring and maintaining their computer systems and networks (both software and hardware);
- Diagnosing and solving hardware and software faults
- Supporting the roll-out of new applications
- Assisting in creating policies and standards for office IT environment, applications, equipment, support and training
- Producing documentation which accurately reflects internal IT structure
- Preparing proposals for improving current IT systems to increase efficiency and reduce cost
- Management of information security.

EXPECTED RESULTS

- Strengthening of IT skills of IT specialists
- Improvements in configuration of IT systems in beneficiary institutions
- Improvements in scope and quality of internal IT services
- Enhancements in internal policies and procedures

SPECIFIC REQUIREMENTS

- University degree in Information Systems, Computer Science or technically related field
- At least 5 years working experience in ICT, at least 3 years of experience with configuration and administration of mid-size Windows-Server-based platforms. Experience with Active Directory, and Hyper-V virtualisation
- Experience with configuration and administration of networking hardware

GENERAL REQUIREMENTS

- Sound analytical skills
- Flexibility, strong adaptation skills and capability of teamwork in a potentially stressful environment under tight deadlines
- Good oral and written communication skills in Macedonian and English.
- Sound reporting skills
- Ability to understand and respect all confidential classifications (both government and trade nature) of any government or trade documents, statements or other information he/she may be given during the exercise of his/ her duties.

ADVANTAGES:

- Master's degree in technically relevant field

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- Applicable hardware and software vendor certification, such as Microsoft MCSA or Cisco CCNA, etc.
- Previous experience of working in the framework of similar donor financed projects
- Experience of working with justice institutions in North Macedonia in the field of ICT

SUBMISSION OF APPLICATIONS

Applications must be sent to mojca.kuzmicki@rol.mk and benedikt.welfens@rol.mk by 21 August 2022, indicating "National Short-Term Expert, IT Administrator" in the subject, including a CV in Europass format and a motivation letter in English. Applications sent after the deadline or incomplete applications will not be taken into consideration. Only short-listed candidates will be invited for interviews.

The selected expert will sign a service contract with the project. It will be his/her sole responsibility to comply with all legal requirements for this contract as well as to cover all related taxes and charges.

The expert shall not have been in any contractual relation with the public administration of the Republic of North Macedonia at least 6 months preceding their hiring.