

UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in administrative position:

## INFORMATION TECHNOLOGY / IT MANAGER

IT Manager is responsible for the overall planning, organization, and execution of all information technology related aspects within the organization. He/ She will direct the IT staff to carry out the support and maintenance of existing, hardware, software, applications and development of new technical solutions.

### Responsibilities:

- Responsible for overseeing and ensuring that computing systems and equipment are operating effectively and efficiently
- Monitoring daily operations, including server hardware, software, and operating systems.
- Coordinating technology installations, upgrades, and maintenance.
- Assuring all IT activities are performed within the parameters of applicable laws, codes, and regulations.
- Remaining up to date with advances in technology and industry best practices.
- Overseeing the annual IT budget and ensuring cost effectiveness.

### Key Qualifications:

- Professional degree in information technology, computer science, software engineering, or a related field. Master degree is preferable.
- At least two years proven experience in managing IT infrastructure and services.
- Experience with computer networks, network administration, and network installation.
- Proficient in computer hardware, cabling installation and support, wireless technology applications and interface, and IT security.
- Management and leadership skills.
- Fluency in English language.

### Deadline for Applications: January 15<sup>th</sup> 2022

*For more information we invite all interested candidates  
to visit our website [www.unyt.edu.al](http://www.unyt.edu.al) (job vacancies section)*

Applicants need to demonstrate ability to strengthen the departmental and organization's profile. Cultural adaptability, the ability to collaborate well in a multi-ethnic environment.

### Application:

Qualified candidates are kindly requested to send **by e-mail** at [hr@unyt.edu.al](mailto:hr@unyt.edu.al) the following

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least two professional references

### IMPORTANT NOTES:

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ALL** candidates will have a feedback from Human Resources office.