



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:

## SENIOR IT SPECIALIST

Senior IT Specialist 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. A Master's 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, proficiency in Turkish language is an advantage;

### Deadline for Applications: 30 November 2023

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

### Application:

Qualified candidates are kindly requested to submit application through our website <https://unyt.edu.al/index.php/work-with-us/> or 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 in English language;
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 feedback from the Human Resources office.