

## **JOB DESCRIPTION**

### **International Mid-Term Expert – IT (part-time position)**

#### **TASKS AND RESPONSIBILITIES**

The primary responsibility of the Expert will be to support EURALIUS beneficiaries in identifying and describing the business processes to be covered by their IT systems and to define the functional and non-functional requirements for these systems. He/she will also take an active part in other activities of EURALIUS Component 4 – IT Infrastructure and will contribute to enhancing the organizational and managerial structure and to the planning, measurement and evaluation capacities of beneficiary institutions.

The expert will support any activity in related areas of intervention, as needed.

#### **REQUIRED PROFILE**

##### **Specific Requirements**

- University degree Master's degree in the relevant field. University degree in Public Administration, Business Administration, IT, IT-management will be an advantage;
- Sound analytical skills;
- A minimum of 5 years experience with business analysis and design of IT systems;
- Proficiency with modelling of business processes using Business Process Model and Notation (BPMN) and/or Unified Modelling Language (UML);
- Experience with specifying functional and non-functional requirements for IT systems;
- Proficiency with visual modelling tools, such as Enterprise Architect, will be an advantage;
- Experience with software development;
- Experience with case management systems in justice institutions will be a strong asset;
- Knowledge of and familiarity with the Albanian justice system and the justice reform will be an advantage;
- Excellent oral and written communication skills in English. Knowledge of Albanian will be an advantage;
- Previous experience of working in the framework of similar donor financed projects and in Albania would be a distinct advantage.

##### **General Requirements**

- Flexibility and maturity of judgement;
- Ability to work under direction and also to use own initiative;
- Ability to communicate effectively at a number of different levels and methods;
- Ability to work under pressure and to maintain deadlines;
- Political neutrality;
- Team and solution orientation;
- Suitable profile to work within a multidisciplinary team;
- 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.