

## Job Vacancy Announcements for project related positions: Integrated Court Case Management System Project

### 1. Administrative Coordinator

The Embassy of Sweden would like to announce a vacancy for the position of the Administrative Coordinator for the project: “Strengthening the Efficiency & Quality of Judicial Service Delivery”, funded by Sweden and High Judicial Council of Albania (HJC). The project aims to develop a Court Case Management system for the courts of Albania with the possibility to integrate and communicate with case systems from other institutions of the judiciary.

The Administrative Coordinator will be seconded on behalf of Embassy/Sida at High Judicial Council, upon approval of the incumbent from the HJC. S/he will not be a staff member of the Embassy but will closely cooperate with the Embassy and the HJC during the fulfillment of the duties and responsibilities of the position. The position is full-time and is not allowed to take over any other secondary employment or temporary assignments during the employment period with the project. The duration of the position is planned to be **4 years**.

The main role of the Administrative Coordinator for the project implementation is to quality assure the full and smooth execution of the project activities, in line with the project agreement signed from HJC and Embassy/Sida. A more detailed job description is attached to this announcement.

The interested candidates are invited to apply electronically in the address: **Kelment Greca** <[kelment.greca@klgj.al](mailto:kelment.greca@klgj.al)> with a cc to Linda Gjermani <[linda.gjermani@gov.se](mailto:linda.gjermani@gov.se)> , under the subject: Application Administrative Coordinator, with a letter of motivation, scanned copies of the original diplomas and certificates, recommendations and updated CV documenting the required experience. Contacts of reference persons from previous jobs will be requested if pre-selected. The applications should be sent within **31 January 2025**. Only selected applicants will be notified and invited for interviews not later than 28 of May.

## Job description

### **1. Administrative Coordinator for the project: “Strengthening the Efficiency & Quality of Judicial Service Delivery ”**

The Administrative Coordinator will coordinate, monitor and facilitate the disbursement of Sida funds, for the implementation of the project activities; will quality assure progress narrative and financial reports prepared by High Judicial Council according to the period agreed before submission to Swedish Embassy, and support the organization of Project Steering Committee meetings and annual review meetings between HJC and the Embassy. The Administrative coordinator will safeguard the smooth implementation of the signed agreement.

More specifically, the Administrative Coordinator duties and responsibilities are to:

1. monitor and follow the project implementation. In collaboration with HJC and Sida will support the delivery of inputs and project results;
2. collaborate and support the works between responsible departments of HJC for fulfillment in time of project activities including the procurement of goods and financial services covered by the project;
3. collaborate and coordinate the works with donors and other project cooperatives;
4. monitor the financial management of the project in accordance with technical procedures based on agreement between HJC and Sida. To provide that the disbursement of funds are in accordance with terms of reference approved;
5. quality assure technical reports prepared by HJC, review the budget and time schedule in accordance with templates approved;
6. assist in the preparation of the Project Steering Committee meetings;
7. perform other duties related to the project.

### **Requirements and qualifications:**

The applicants should be Albanian nationals with the following abilities:

**Education:** University diploma in relevant fields with preference but not limited to engineering, economics, legal, ICT. A MSc degree is also preferable.

**Expertise:** Proven expertise and experience in project management and implementation including financial follow up (not less than 7 years in total).

**Experience:** Experience of working with public administration and donors including coordination aspects and inter-institutional communication (not less than 10 years combined). Previous experience and knowledge in procurement is preferred.

Personal features: Diligence, good communication and interpersonal skills, organizational ability, high level of awareness on transparency issues. Good skills in preparing analytical and comprehensive reports.

Language skills: Good command of English in writing and speaking

Computer skills: Basic skills

## **2. IT Expert/Advisor**

The High Judicial Council (HJC) would like to announce a vacancy for the position of the Information Technology Expert/Advisor for the project: “Strengthening the Efficiency & Quality of Judicial Service Delivery”, funded by HJC and Sweden. The project aims to develop a Court case Management system for the courts of Albania with the possibility to integrate and communicate with case systems from other institutions of the judiciary.

The IT Expert/Advisor will be placed at High Judicial Council (HJC), upon approval of the incumbent from the Embassy of Sweden. S/he will not be a staff member of the HJC or Embassy but will work full-time for the HJC during the fulfillment of the duties and responsibilities of the position, under the funding from the Embassy of Sweden. The duration of the position is planned to be **4 years**.

The interested candidates are invited to apply electronically in the address ***Kelment Greca <kelment.greca@klgj.al>*** with a cc to Linda Gjermani <linda.gjermani@gov.se>, under the subject: Application Administrative Coordinator, with a letter of motivation, scanned copies of the original diplomas and certificates and updated CV documenting the required experience. Recommendations or contacts of reference persons from previous jobs will be requested if pre-selected. The applications should be sent within **31 January 2025**. Only selected applicants will be notified and invited for interviews not later than 28 of May.

The main role of the IT Expert/Advisor is to assist the HJC in developing and implementing a new case management system. He/she should provide technical expertise throughout the implementation of the project.

### **Specific Tasks to perform:**

#### *A. Monitoring Implementation Progress from a technical perspective:*

- Periodic review of project implementation progress, including measuring achievement against plans and anticipated deadlines.

- Overseeing development and installation activities to ensure that they are carried out according to the standards defined in the contract requirements.

*B. Quality and Implementation Standards Assessment:*

- Following the launch of the procurement procedure, assist the project team in evaluating the tenders by preparing a technical assessment of the bids submitted for the development of the new case management.
- Assisting in the assessment of work quality and compliance with contract requirements, so that system components (hardware and software) are qualified and meet technical specifications.
- Performing quality control to verify that software and infrastructure are ready for use and have passed the necessary tests.
- Testing the system during and after implementation to ensure that all functionalities are available and operating properly.
- Overseeing performance and security testing, ensuring that the new system has the performance and protection that is specified in the contract.
- Testing system integrations, to ensure that interactions with other systems are successful and error-free.

*C. Monitoring the Implementation of Security Standards:*

- Assisting that all security and data protection measures and security policies and procedures for information protection, including access management and data retention are properly implemented and comply with legal and contractual requirements.
- Overseeing the preparation and submission of software documentation, including user manuals, installation procedures and updated progress reports.

*D. Risk Management and Problem Identification:*

- Assisting in identification of technical risks and obstacles that may occur during the development and implementation of the new court case management system and provide input to address them.

*E. User Preparation and Training:*

- Overseeing the training of personnel involved in the use of the system, including organizing training sessions and ensuring that users are prepared to use the system effectively.
- Assist in verifying that manuals and training materials are complete and up-to-date to support the use of the system by personnel of the courts and other institutions involved.

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**Requirements and qualifications:**

The applicants should be Albanian nationals with the following abilities:

Education:

- University degree in informatics, computer science, electronics, or engineering, Master Degree is preferable;

Experience:

- not less than 10 years of professional experience including with government/state systems (designing and implementing IT solutions), preferably 15 years of experience.
- Proven experiences in designing and developing IT systems for the public sector.
- Experience in similar jobs especially with public administration will be an asset.

Skills:

- ability to write technical and IT policy reports.
- Very good speaking and writing English.
- Good interpersonal skills to communicate with users of the systems, contractors and the HJC staff.