

Vacancy Announcement

Save the Children Albania country office has been working in Albania since 1999 developing a program focusing on improvement to children's education, protection of vulnerable children, and promoting children's rights; especially on discrimination, disabled children and children from ethnic minorities.

Save the Children is committed to supporting Albania's path towards European integration whilst ensuring the full realization of all children's rights. To achieve these tasks, Save the Children in Albania is working with non-governmental organizations and in close cooperation with governmental structures.

For more information on our current programs please see our website <http://albania.savethechildren.net/>

Save the Children has a country program strategy in Albania which covers the period of 2019-2021. Our work promotes the rights of children and adolescents to education, protection and survival to a life that protects them from all forms of exploitation and violence. Our approach empowers and supports children to meaningfully increase their participation in school and community life and influence decisions through child rights lenses.

Save the Children is recruiting for motivated and experienced expertise for the position of **IT Assistant 80-90%** full time equivalent depending on volume of work.

As a member of the Project team the IT assistant will support the delivery of effective "Children Stand Up" project by complying with donor conditions, SC policies and country laws.

As part of SCiA he/she will contribute to the quality programme delivery, project implementation, impact monitoring in line with the programme.

Personal specification:

A detailed job description you will find included in the notification. Interested candidates who meet the criteria set out in the detailed job description, should submit the following by 18 January 2021 COB:

- 1- Cover letter clearly explaining your motivation for applying your motivation for applying for the position and how you meet the position criteria;
- 2- Detailed CV
- 3- Copy of ID card
- 4- 3 reference letters

Application should be done by e-mail at info.albania@savethechildren.org. Please clearly specify in the subject line or in the cover letter the position you are applying for.

Save the Children promote equality of opportunity for all and do not unfairly discriminate against any applicant at any stage of the recruitment process.

Only shortlisted candidate will be contacted.

JOB TITLE: Climate Change Advisor	
TEAM/PROGRAMME: IT assistant	LOCATION: Albania
GRADE: n/a	POST TYPE: National 80% of FTE
Child Safeguarding: Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children and/or young people.	
ROLE PURPOSE: The IT assistant will support the delivery of effective “Children Stand Up” project by complying with donor conditions, SC policies and country laws. As part of SCiA he/she will contribute to the quality programme delivery, project implementation, impact monitoring in line with the programme.	
SCOPE OF ROLE: Reports to: Project Officer Country Dimensions: Save the Children works across Albania with a current staff complement of approximately 35 staff and current expenditure of approximately \$3 million each year. Staff directly reporting to this post: None	
KEY AREAS OF ACCOUNTABILITY: Scope of the Assignment: <ul style="list-style-type: none"> • Understand the programme work plan and assure delivery of the Programme work plan. • Support the project officer to implement the programme in ensuring successful delivery of the outlined deliverables • Set up and install equipment such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for events and functions. • To edit recording materials of different types received by groups of children. These materials will be made ready for web radio broadcast for daily transmission of 2 hours including music content. • Set up and operate sound equipment. • Use of camera, software’s and other editing equipment’s. • Extensive use of computer systems for multimedia production. • Monitor sound feeds to ensure quality. • Test and resolve equipment issues. • Mix sound inputs and feeds. • Send in equipment for repairs as needed. • Compress and digitize audio and video data. • Ensure the safe storage and integrity of data. • Perform duties in Tirana with possible travels to project locations as required. • Responsible for the audio content of broadcasts via radio, the internet and other mobile platforms; editing radio rubrics, presenting radio programme; selecting music appropriate to the programme, the audience and the station; responding to audience feedback, referring on to other departments as necessary; • Proactively identify and support mitigation of programme risks and issues • Successfully complete tasks which are delegated by the project implementation officer. 	
SKILLS AND BEHAVIOURS (our Values in Practice) Accountability: <ul style="list-style-type: none"> • Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values 	

- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future oriented, thinks strategically

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE

- University degree in one of the fields of IT or journal studies. Master's degree in relevant field or equivalent job experience desirable.
- Five years of relevant professional work experience, preferably 2 – 3 years in the relevant area.
- Technical knowledge of Audio-Visual Equipment required.
- Familiarity with editing equipment and software.
- Be proficient with computer systems and be used in multimedia production.
- Ability and willingness to dramatically change work practices and hours, and work with incoming teams, in emergencies.
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches.

Additional job responsibilities

- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

- The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

- We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

- The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Health and Safety

- The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.