

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 **Technology for Development Specialist** full time equivalent.

Personal specification:

- A degree in Computing Sciences/ Information Technology or equivalent. Master's degree is an added advantage
- Minimum 5 years work experience in a similar role
- Possess the ability to understand and manage structured query language (SQL), Knowledge of 'relational database management systems' (RDBMS), 'object-oriented database management systems' (OODBMS) and/ or XML database management systems
- Experience with database-driven web applications including having an up-to-date knowledge of the technology for development approaches
- Ability to perform a variety of conceptual analyses required for the formulation, administration and evaluation of projects
- Excellent planning, coordination, and reporting skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities;
- Strong communication and interpersonal skills in English, with experience working in multicultural, multi-location, value-driven teams;
- Ability and willingness to dramatically change work practices and hours and work with diverse community beneficiaries
- Commitment to and understanding of Save the Children International's aims, values and principles
- Albanian language and good knowledge of English.

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 02 March 202:

- 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 online link below. Please clearly specify in the subject line or in the cover letter the position you are applying for.

https://stcuk.taleo.net/careersection/ex/jobdetail.ftl?job=2100019B&lang=en&sns_id=mailto#.YC-uX05hIdc.mailto

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.

TITLE: Technology for Development (T4D) Specialist	
TEAM/PROGRAMME: SCI Albania	LOCATION: - Tirana
GRADE: 3	CONTRACT LENGTH: 1 year,
CHILD SAFEGUARDING:	
<p>Level 3: ✓ the post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
ROLE PURPOSE:	
<p>The Save the Children in Albania Technology for Development (T4D) Coordinator will provide insights to boost use of technology innovation in all aspects of projects to deliver programmes for children in Save the Children Albania Country Office.</p> <p>These aspects include participating and contributing to new proposal development to include technology components, Adopting and reusing existing technology products and services in new and/or existing projects within Save the Children; Building partnerships and networks with technology partners, start-ups and learning institutions to build or enhance SCI ICT4D capacity, capability and knowledge in using technology to deliver programmes for children and ensuring all staff are able to access highly functioning, consistent technology both in CO and at the field locations.</p> <p>This position will demand a highly motivated, detail-oriented individual who will be able to solve challenges and communicate effectively. S/he will be required to improve current systems from knowledge and experience.</p>	
SCOPE OF ROLE:	
<p>Save the Children began operations in Albania in 1999. Currently, the Country Program is implementing development and humanitarian programming allover Albania in the thematic areas of: child rights governance, child protection, education, poverty and health & nutrition. The estimated value of the Country Program's portfolio for 2021 is \$3M. The operating context is very dynamic, affecting the rights of children and the operating environment for all NGOs.</p> <p>Reports to: <i>Direct</i> - Director of PDQ, and dotted line to CD</p> <p>Dimensions: Maintains strong collabotation with the MEAL Technical Specialists and thematic Technical Specialist in PDQ, Operations, Program Managers and Business Development Manager.</p> <p>Staff directly reporting to this post: None</p>	
KEY AREAS OF ACCOUNTABILITY:	
<p><u>Key accountabilities</u></p> <p>Enhance the integration and establishment of best practices into technology enabled programs and processes</p>	

- Establish a Country Office Technology for development (T4D) practice which aims to be across functions and projects to garner inputs and support for T4D.
- Be the CO champion for T4D.
- Identify field-proven technology solutions to be used in programs and develop effective technology products and services that can be shared widely for consumption/adoption.
- Work with SCI Community of Practice (CoP) around technology for development (T4D) initiatives that will facilitate sharing of knowledge and learnings of how technology is being used in programs.
- Continuously monitor on-going T4D initiatives within and outside SCI and champion the use of the standard processes/best practices in implementing T4D solutions.
- Ensure that new proposals where necessary imbed and budget for T4D solutions.

Ensure technical support in T4D systems set ups and maintenance

- Lead the roll out of Save the Children's digitised Project Management Methodology across projects.
- Support in the revision of the project log frame matrix, particularly in ensuring that such systems are in conformity with the T4D approaches and systems.
- Review the quality of existing tools in the project subject areas, the methods of collecting it, and the degree to which it will provide good compatibility with established systems.
- With collaborating partners and PDQ team, review their existing approaches and management information systems and agree on any required changes, support and resources.
- Develop a plan for project-related capacity-building on T4D and for any computer-based support that may be required.
- Organize and undertake training with collaborating partners on T4D as required.
- Identify training needs of staff in respect to applying monitoring plans/tools; collect, analysis and report on findings periodically and conduct trainings to address the capacity gaps.

Ensure Implementation of IT strategies and introduction/ implementation of new technologies, focusing on achievement of the following results:

Provides administrative support focusing on achievement of the following results;

- Provision of advice on and assistance in procurement of New IT equipment related to project activities and projects provision of technical specifications and information on best options.
- Maintenance of an up to date inventory of the software and hardware in all Save the Children Offices.

Working contacts

- **Internal (including Alliance):** The post holder will be expected to work with senior management team, , technical support, other sector Advisors and Programme Managers & with staff throughout the programme, other IT/T4D Country Programmes, Regional and Global T4D/IT
- **External:** The post holder will be expected to develop and maintain personal links and effective relationships with NGOs Forum, other INGOs, Partners & key stake holders, counterparts.

Child Safeguarding

All staff have an obligation to ensure they fully understand the provisions of the Child Safeguarding Policy, the Code of Conduct and related policies. They must conduct themselves in accordance with the rules of the Child Safeguarding Policy, in their personal and professional lives – which includes reporting suspicions of child

abuse.

All staff must ensure the way they are carrying out their work is not putting children at risk (or further risk).

COMPETENCIES AND BEHAVIOURS (our Values in Practice)

Applying Technical and Professional Expertise:

- Makes decisions based on professional expertise and experience without deferring unnecessarily to others
- Shares knowledge and best practice on technical solutions so that others can make best use of that expertise
- Actively seeks new ways to develop the application of technical and professional standards within the team

Developing self and others:

- Gives regular positive and constructive feedback to others
- Identifies clear development needs and development
- plans through regular constructive reviews of their own performance (and their team's where appropriate)
- Creates space for others to learn and provides challenging and stretching tasks and assignments when people are ready for them
- Coaches others to learn from their experiences on the job and to use the resources available to them

Problem Solving and Decision Making:

- Gathers the right information and uses critical thinking to make effective and timely decisions
- Knows when to involve others in a decision
- Demonstrates awareness of the wider external influences that impact on decision making
- Analyses and exercises judgment in challenging situations in the absence of specific guidance or knowledge of the full facts
- Evaluates the opportunities and risks of each idea and solution to make informed strategic decisions

Working effectively with others

- Actively listens to new and different perspectives and experiences of those they work with
- Proactively supports team members and trusts their capabilities
- Demonstrates understanding of their skills and how they complement those of others within diverse teams and groups
- Clarifies their role and responsibilities within the team to maximise impact

Delivering Results

- Delivers timely and appropriate results using available resources
- Takes responsibility for their work and its impact on others
- Plans, prioritises and performs tasks well without needing direct supervision
- Understands the link between their work and the organization's objectives

BEHAVIOURS (Values in Practice)

Accountability:

- 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 their team to do the same;
- widely shares their personal vision for Save the Children, engages and motivates others
- future orientated, thinks strategically and on a global scale;

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; demonstrates highest levels of integrity;

COMPETENCIES

- A degree in Computing Sciences/ Information Technology or equivalent. Master’s degree is an added advantage
- Minimum 5 years work experience in a similar role
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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.

