



Job Advertisement

JOB TITLE:	Data Management Assistant
Positions:	One (1)
DUTY STATION:	Prishtinë/Pristina
REPORTS TO:	Program Manager and Executive Director
DURATION:	31 December 2019 with possibility of extension
STARTING DATE:	18 February 2019

BACKGROUND:

The NGO Advancing Together (hereinafter AT) has been established on the purpose of creating a stable environment in Kosovo for the integration of the communities through advocating and developmental support; promoting human rights, supporting cultural heritage of all communities; supporting all communities in the local, regional and European integration processes in order to provide a stable development of Kosovo and South-Eastern Europe.

AT has a distinctive capacity in areas such as: building minority related synergies and conversion of the above into an advocacy tool such as the mobilization of community-based initiatives into better response of local authorities. AT also promotes research work and developing of various projects related to these issues.

PURPOSE

Advancing Together is providing support to the local and central level authorities in addressing the basic needs of Kosovo returnees in the areas of physical, legal and material safety, as well as, strengthening authorities' capacities for the protection of returnee and displaced populations.

Advancing Together is seeking an energetic, professional individual with strong Information Communication Technology (ICT) skills to join our team in Pristina. If you are highly motivated, detail oriented, a quick learner and enjoy working with people, then we encourage you to apply.

MAIN DUTIES AND RESPONSIBILITIES

- ✓ Manage all incoming data files on persons we care for;
- ✓ Review data for inconsistencies or anomalies that could skew analytical results;
- ✓ Maintain our databases and conduct routine maintenance as needed to ensure data integrity;
- ✓ Make recommendations for software, hardware and data storage upgrades;
- ✓ Generate and review documentation for all database changes or refinements;

- ✓ Perform routine ICT tasks and Helpdesk support;
- ✓ Assist in drafting layout of reports, leaflets, social media posts;
- ✓ Work as a Data Analyst or Database Developer;
- ✓ Work as a Data Entry focal point;
- ✓ Develop and maintaining a comprehensive database of all projects and programme beneficiaries;
- ✓ Be responsible for the development and implementation of data quality control procedures and activities;
- ✓ Ensure a fully integrated, functional and updated internet, and website(s);
- ✓ Troubleshoot and correct data submission or retrieval errors;
- ✓ Perform and document procedures for data preparation including data cleaning, standardization and analysis;
- ✓ Assist in defining and/or creating data listings, summary table validation, data specifications and/or process data transfers in preparation for statistical review and/or data management audit;
- ✓ Perform any other duties assigned by the AT Management.

Required Qualifications

- ✓ University Degree in Information and Communication Technologies (ICT);
- ✓ Minimum two years of professional experience in ICT field;
- ✓ Build Products Using HTML/CSS/JS and Other Front-End Technologies;
- ✓ Excellent knowledge and understanding of SOA principles;
- ✓ Ability programming software products that are service-oriented architecture (SOA) oriented;
- ✓ Experience in client / server development and network programming;
- ✓ The ability to find errors and corrections in complex software by the decision;
- ✓ Experience in understanding, maintenance and operation of the program code developed by other developers;
- ✓ Ability to communicate (fluency in written and spoken English language);
- ✓ Ability and willingness to learn new technologies and processes;
- ✓ The ability to find creative and sometimes unusual solutions;
- ✓ Certified application developer is a plus;

Other qualifications that are considered as advantage:

- ✓ Excellent written and oral knowledge of English, Albanian and Serbian languages; knowledge of any additional local language will be considered as an advantage;
- ✓ Visual Studio, Visual Studio Code, Eclipse, Net Beans;
- ✓ ASP. Net, VB .Net, C #, Java;
- ✓ MS SQL, Oracle;
- ✓ 2+ years programming and analytics experience with SAS/SQL;
- ✓ Ability to work with all levels of management across numerous lines;
- ✓ Strong organizational and time management skills;
- ✓ Must be able to handle multiple priorities at one time;
- ✓ Proficient with MS Office (EXCEL, Access, Word, and PowerPoint);
- ✓ A valid driving license.

AT is committed to achieving workforce diversity, and encourages qualified female and males from all national, religious, ethnic and social backgrounds to apply to become a part of the organization.

Successful candidate will be subject to cross-check of professional experience and reference.

Please send your CV, Motivation Letter (in English), Recommendation letters and scanned copy of University Diploma, personal ID by applying to this job directly sending on e-mail: info@advancing-together.org.

Deadline for applications is 10 of February 2019, 24:00 hours.

Only short-listed candidates will be considered for an interview.