DEVELOPMENT PROFESSIONALS, INC.

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North Macedonia Partnership Against Corruption Activity –
Public Administration IT Specialist

Development Professionals, Inc. (DPI) is seeking to hire a Public Administration IT Specialist for the anticipated five-year Partnership Against Corruption Activity in North Macedonia funded by USAID. This activity will assist the Government of North Macedonia and its anti-corruption institutions to mitigate and address corruption by supporting the accountability of public institutions' performance to improve their effectiveness and transparency in areas such as public services, spending and procurements, and reduce vulnerabilities to corruption using digitalization and e-services. The activity will work with national and local level institutions and oversight bodies to improve their coordination through internal procedures, bylaws, exchange of information, self-regulation, develop systematic oversight and follow-on actions, and implement transparency and accountability measures to improve services and citizens trust in institutions. This position is open to the citizens of the Republic of North Macedonia. The position will be full time and located in Skopje.

The Public Administration IT Specialist will be the main point of contact for project counterparts with regard to managing and conducting IT analysis and systems specifications under relevant project tasks. He/she will manage and oversee all project-related IT interventions with partners, including identifying and proposing appropriate solutions; budgeting; identifying and overseeing all IT-related subcontractors; overseeing and reporting on the implementation and status of IT-related activities; and representing the project at all relevant meetings and conferences.

Responsibilities:

- Conduct ICT assessments, both software and hardware-related, of the current systems in use in the relevant public institutions in North Macedonia in the area of fight against corruption, e-governance, and the judiciary, and formulate recommendations for their improvement, enhanced interconnectivity, and further digitalization;
- Supervise the development of functional and design specifications, programming, implementation and completion of various IT related plans for Project counterparts.
- Manage and set priorities for the maintenance, development, and evaluation of all systems, including LANs, WANs, Internet, Intranet, security, wireless implementations, etc.;
- Coordinate and lead meetings and set goals and objectives in ICT related activities between different public administration institutions, and other relevant authorities and stakeholders;
- Monitor, project, and manage IT development operational costs with the project team;
- Lead procurement and contracting of IT services and equipment, in coordination with other team members;
- Manage subcontractor work schedules, activities, and equipment and service delivery for all relevant IT-related work;
- Monitor and manage software product development and delivery in cooperation with other counterparts/subcontractors;
- Monitor system integration and deployment together with the project team;

- Implement and manage security solutions, including firewall, anti-virus and intrusion detection systems;
- Assist in reviewing product design for compliance together with other project team members;
- Prepare and advise in CMS users and administrative personnel trainings, deliver knowledge and establish common training goals;
- Assess, plan, propose and supervise all ICT related procurements including workstations, physical networks, servers, telephony systems and software licenses in order to achieve project objectives and goals;
- Prepare and review project reports for presentation to Chief of Party, USAID and relevant authorities.

Qualifications:

- University degree;
- Minimum 5 years of specific experience working on complex data/DMS/CMS system development and implementation;
- Previous experience in public institution/judiciary preferred;
- Experience in developing functional and technical analysis, and specifications of ICT systems;
- Experience in managing IT-related procurements, and contracts with software developers and hardware vendors;
- Previous experience with consultancy to development projects preferred;
- Fluency in Macedonian required; professional proficiency in written and spoken English desired;

How to apply:

Interested candidates should email a resume and a brief cover letter to contact@developmentpi.com (please put "North Macedonia Partnership Against Corruption – Deputy Chief of Party" in the subject line of your message). DPI will accept applications through July xx, 2022 or until the position is filled. Only finalists will be contacted. No phone calls, please.

ABOUT THE ORGANIZATION:

DPI is a woman-owned small business that has implemented rule of law and governance reforms and provided analytical and research services in more than 25 countries since our inception in 2009. DPI is an equal opportunity employer. More information: https://www.developmentpi.com/