

IT Trainee

Company:	Statistics Sweden (SCB) – Swedish Support to Statistics Development at the Kosovo Agency of Statistics – Project.
Work location:	Kosovo Agency of Statistics, (KAS), Rr Zenel Salihu No 4, Prishtina.
Educational level:	University Degree (or equivalent) (see desired profile below).
Job type:	1 year contract (possible 1 year extension).
Job schedule:	Full time.
Commencement:	April 1 st , 2015.
Number of Positions:	2

About Statistics Sweden (SCB)

Statistics Sweden is a Swedish public utility that presently implements statistical projects in cooperation with all National Statistical Offices (NSO) in the Balkans. The current project phase in cooperation with KAS was initiated in spring 2014 and is funded by the Swedish government through the Swedish International Development Cooperation Agency, Sida.

For the current phase of the project, two long-term consultants (LTC) from SCB were stationed at KAS in February 2014.

About Kosovo Agency of Statistics (KAS)

Kosovo Agency of Statistics is a professional institution which deals with collection, processing and publication of official statistical data.

Kosovo Agency of Statistics acts according to the Law No. 04/L-036 which entered into force on 12.12.2011.

Work Description

The position includes IT work through direct and assigned responsibilities, including:

- Software developing using Microsoft SQL Server and Microsoft Visual Studio.
- Work with Microsoft SharePoint.
- Database administration in Microsoft SQL Server.
- Network administration.
- IT support to KAS staff.

Must Requirement

- Applicants must be 22-29 years old (by February 17th, 2015).
 - Applicants must be Kosovo citizen and resident in Kosovo.
 - Applicants must have no criminal record.
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Profile of Desired Candidates

Bachelor Degree in:

- Computer Science
- Mathematics
- Engineering
- IT and Management

Completion of Certificate Program in Computer Science in One of the Following Options:

- Database
- Programming
- Operating Systems
- Networking
- Project Management

Working Experience (references needed):

- Database Administrator
- Software Developer/Programmer
- Network Administrator

Required Personal Traits Are:

- Excellent organizational, communication (oral and written) and interpersonal skills in a cross-cultural environment.
- Demonstrated ability to maintain professionalism under pressure, organize workflows, prioritize and meet deadlines.
- Ability to work both independently and as part of a team and maintain confidentiality.
- Demonstrated ability to exercise initiative, interpret and apply guidelines and procedures.
- Accuracy, flexibility, attention to detail and problem solving skills.

Good knowledge in English

Selection process

The parts *Bachelor Degree in*, *Completion of Certificate Program in Computer Science in One of the Following Options* and *Working Experience* in the *Profile of Desired Candidates* will give points to an applicant according to a predefined scale. Applicants who meet the *Must Requirements*, and with the highest sum of points will be invited for tests.

The two candidates with the highest scores from the tests (no matter the points from the *Profile of Desired Candidates*) will be offered the positions.

Application process

Applications should include the following:

- Letter of intention (as a PDF document in English).
- Current curriculum vitae/resume (as a PDF document in English) which should include:
 - Contact details including email address and phone number.
 - Contact details of at least three references.
 - Employment history, including present position and notice required. Details of education, professional training and qualifications.
- Document proving age (copy of ID or Passport as a PDF document).
- Documents proving citizenship and residence (as a PDF document, can be in the same document proving age).
- Document proving the applicant have no criminal record (as a PDF document).

All documentation (where applicable) must be in English. Interview and test will be in English only.

To Apply

Only applications sent by email will be accepted.

Send your application by e-mail to: **scbkas@gmail.com** on February 16th, 2015 at 16.00 (local time) the latest. Selected applicants will be invited for tests starting on February 20th 2015.
