



Square "Hasan Prishtina" 10000, Prishtina – Kosovo;  
Email address: [acpristina@gmail.com](mailto:acpristina@gmail.com) ; Webpage: [pristina.ackosovo.com](http://pristina.ackosovo.com)

## VACANCY ANNOUNCEMENT

**Position:** IT and Web Technician (entry level) at American Corner Pristina

**Salary:** Competitive

**Type:** Part time - 20 hours per week

**Working hours:** Tuesday to Friday (16:30-20:00); Saturday (8:00-14:00)

**Duration of the contract:** Eight-month contract with the possibility of extension based on grant funds and satisfactory performance

### **General description:**

American Corner Pristina announces vacancy on the entry level position of IT and Web Technician. This position is funded through a grant provided by the U.S. Embassy in Pristina with the aim of maintaining our digital devices (3D printer, PC, Laptops and other technology equipment) as well as maintaining the website of the three American Corners in Kosovo.

American Corner Pristina, officially opened on November 20, 2003, is a section within the National Library of Kosova established to build and strengthen relationships between the U.S. and Kosovo, showcase American culture and values, promote English language learning, encourage study in the United States, and foster goodwill and mutual understanding. The Corner is a partnership between the U.S. Embassy, Pristina and the National Library of Kosova. It has regular programming activities in various fields such as programs with a special focus on English language, media literacy, STEM (Science Technology Engineering and Math), film showings, conversation clubs, debates, webinars, gaming, DIY (do-it-yourself) activities, and more.

The Corner offers books, magazines, electronic resources, various teaching materials, internet access, and programs.

American Corner Pristina currently has three full-time staff members, a visiting Fulbright English Teaching Assistant, and is assisted by a group of volunteers. It has a fairly wide range of membership and a demand for increased programs and activities. American Corner Pristina also

has a MakerSpace - a small space that focuses on creative and innovative projects and activities. The purpose of that space is to enable young people in Kosovo to use their imagination and creativity to implement their innovative ideas, while being actively involved in doing things.

Under the general supervision of the American Corner Pristina Executive Coordinator and Deputy Coordinator, the American Corner Pristina IT and Web Technician will maintain the Corner's digital equipment and website as well as resolve any technology-related issues that may arise.

**Responsibilities:**

In close coordination with the American Corner Executive Coordinator and Deputy Coordinator, the IT and Web Technician is responsible for the following tasks:

- Maintaining the network, cleaning, and scanning public PCs and printers;
- Attending to any malfunction that the Corner may have with its digital equipment;
- Maintenance of all digital equipment that American Corner Pristina possesses;
- Website maintenance, hosting, spam prevention, emails, protecting the website from hacking for the three American Corners in Kosovo and;
- Other additional help in terms of technology and other programs which may be required by his/her supervisors.

**Requirements:**

- Fluent in spoken and written English;
- In depth understanding of diverse computer systems and networks;
- Excellent diagnostic and problem solving skills;
- Sense of responsibility;
- Ability to work independently and as a part of a team;
- Accuracy, reliability, and capacity to meet deadlines as expected;
- Good knowledge of WordPress, website maintenance, internet security and data privacy principles and;
- Ability to work under pressure.

**Qualifications:**

- Possess a Bachelor's degree in computer science or a related field OR be currently enrolled in a university pursuing a degree in computer science or a related field;
- Good knowledge of IT principles and technology related skills, website maintenance, computer networks and systems maintenance, Microsoft Windows, and other relevant skills;
- 0-2 years of experience in a similar role preferred but not required.

**Application Documents:** The following documents should be attached to the application: *CV, motivation letter, proof of college enrollment (if still in college).*

**Optional Documents:** certificate or other evidence of knowledge of technology and/or English language, as well as the contact information for 2-3 references (professional and/or academic). Documents must be scanned and sent via email at [acpristina@gmail.com](mailto:acpristina@gmail.com) with the email subject: "Application for IT and Web Technician."

**Application Instructions:**

- Interested candidates are invited to submit their applications online by August 10th (11:59 PM) via e-mail;
- Incomplete applications and/or late applications will not be considered;
- *Only shortlisted candidates will be contacted for an interview;*
- The candidate is expected to start as of **September 1st, 2022;**
- For any questions/extra clarification regarding the application you can contact us at:  
[acpristina@gmail.com](mailto:acpristina@gmail.com)