

VACANCY ANNOUNCEMENT

SPAR Albania Ltd. is an affiliate of BALFIN Group operating in the sector of food retail with the right of exclusivity of the name “SPAR”.

Balkan Finance Investment Group, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro, Switzerland, Croatia, and the Netherlands, employing approximately 5,200 people. The activities of the BALFIN Group comprise real estate, wholesale and retail, banking, asset management, media, education, and logistics. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation, and social investment.

Job position: Head of IT

Department: IT

Location: Head Office

Summary: This position is responsible for direct and managing computing and information technology strategic plans, policies, programs and schedules for business and finance data processing, computer services, network communications, and management information services to accomplish corporate goals and objectives.

Duties and Responsibilities:

- Direct and manage information technology department, develop strategic plans and implement the department objectives, to ensure business operations and data processing, provide information technology infrastructure, services, network communications, and management information services to accomplish the company's goals and objectives.
- Closely collaborate with group's IT department, support service integration, implement and adapt the established group information technology policies in place.
- Establishes efficiency and efficacy standards, providing recommendations for improvement of IT infrastructure.
- Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs.
- Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages.
- Manage and support seamless connectivity and operations of retail stores.
- Oversees security of systems, networks, and enterprise information; develops and implements business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss.
- Facilitates IT security audits or investigations.
- Develops and maintains relationships with external IT vendors and service providers.
- Provide guidance and expertise in eCommerce, web, and mobile customer experience channels

- Identify emerging information technologies to be assimilated, integrated, and introduced within the company

Competencies of the job position:

- Experience of devising technology roadmaps & implementing IT strategy.
- Longstanding IT infrastructure experience.
- Experience of managing and implementing infrastructure inclusive of, Datacenter, Virtualization, Mail, Cloud, Networking, Backup, Share point etc.
- Good knowledge and experience in implementing IT Service Management standards.
- Knowledge of information technology computer systems and software and the ability to manage the entire spectrum of information technology operations.
- Experience with implementation of information technology integrations in a large division/company.
- Experience of ERP selection/implementation would be a plus but not essential.
- Work requires professional written and verbal communication and interpersonal skills.
- Ability to motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
- Ability to participate in and facilitate group meetings.
- Knowledge of contracting, negotiating, and change management.

Qualifications and Skills:

- Education:

- Bachelor's Degree or equivalent in Information Systems, Informatics or Computer Science, Master title is preferred while Management education is a plus.

- Work Experience:

- Minimum 3 years of experience in the management of IT infrastructure, leading a IT operations or delivery team.

- Additional qualifications:

- English at the professional level is compulsory. (other languages are preferred)
- Ability to manage the entire spectrum of Information Technology operations.
- Experience of implementing and integrating of information systems in a company.
- Experience in strategic planning and execution.
- Knowledge of Change Management processes, Project Management experience is a plus.,
- Knowledge in contracting and negotiating.
- Skills in writing and verbal communication.
- Skills to motivate teams and produce quality products in tight spaces by managing different projects at the same time.
- Ability to participate and facilitate group meetings.
- Excellent organizational and time management skills

Application procedure: To apply for this position, please submit CV with covering letter before **31/01/2023** to hr@spar.al stating the post on the subject line or by post to the following address: Spar Albania Ltd, Tirana East Gate (TEG), National Street Tirana-Elbasan, Farkë (Lundër), Tirana.

* All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".