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**ikubINFO shpk** is the largest software development company in Albania. We provide services for software development by bringing together the best professionals of the field with a smart selection of modern technologies. The company operates by offering its services to the public sector, banking, financial, telecommunications and energy sectors.

**ikubINFO shpk** is looking for motivated and passionate person to join our team in the position of:

## IT PROJECT MANAGER

You will be an integral member of the team providing technical expertise to the client. You will have a solid track record in IT Project Manager, with experience in delivering complex solutions for Enterprise level Clients.

### Duties and Responsibilities:

- Responsible for assigned project objectives.
- Provides direction to the project teams for work products due as well as the overall status of the projects assigned.
- Co-ordinates activities with other project managers when necessary.
- Conducts weekly change, issues and status meetings to track progress and risks with Core Teams assigned to.
- Organizing the various professional people working on a project
- Carrying out risk assessment
- Makes sure that all the aims of the project are met
- Makes sure the quality standards are met
- Overseeing the accounting, costing and billing
- Ensures that outstanding project management, process implementation and design requirements and/or issues are being addressed for projects assigned.
- Communicates activities and status of each project assigned throughout its lifecycle.
- Schedules workshops and meetings as required.
- Provides overall leadership and management for the projects assigned.
- Project Manager is responsible for implementing procedures to deal with suppliers in connection with the internal procurement for the project.
- Performs project closure processes.

### Requirements:

- University Degree (preferred also graduate studies) in Informatics, Computer Engineering, Electronics, Economical Informatics.
- Minimum 5 years of work experience in the field of graduating degree and not less than 3 years of experience engaged in preparation of Proposals, RFPs and/or leading of projects in the IT field as Project Manager or assistant Project Manager
- Owns official technical certifications (preferably from Microsoft, Cisco, Oracle, IBM, HP etc.)

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**Advantages:**

- Certifications in the field of Project Management
- Good knowledge of ITIL Standard and ITIL Processes

**Personal skills:**

- Fast learner
- Proactive person
- Strong problem-solving skills and ability to be a successful member of the team
- Good team player
- Willingness to embrace the concept of iterative development as the means for building excellent products
- Readiness to give all the effort necessary to do an excellent job
- You are a perfectionist; knowing how it should be done and not stop until it's done right
- Good Communication skills
- Written and verbal communication skills
- Skills to write technical documentation

**What's in it for you?**

- Trending technologies
- Strong Scrum processes
- Interesting business domain
- A good view of your Career Path in Company
- Competitive salary, based on skills & experience
- Business trips
- Health Insurance
- Variety of knowledge sharing, training and self-development opportunities
- Covering of studying opportunities (books, conferences, trainings)
- Friendly team
- Long-term employment with 20 working-days paid vacation, private health insurance and other social benefits
- Unique working environment where you communicate and work directly with client
- Cool, centrally located offices with warm atmosphere which creates really good working conditions

Qualified candidates should submit the letter of interest, the updated CV and the copies of supporting documents including letters of reference, to the following email address: [hr@ikubinfo.al](mailto:hr@ikubinfo.al) with the subject IT Project Manager.

*“The personal information that you will submit through your application, will be protected and used only for recruiting purposes, according to the legislation for the protection of personal information, specifically according to the Constitution of the Republic of Albania and the Law (No. 9887, dated 10.03.2008) “For the Protection of Personal Information”.*