

Ref. Code 25.1.C

1 resource to be included in the Organization, Administration, and IT Systems Management Service

Required qualifications:

- Diploma or Degree in IT-related subjects;
- At least 3 years of experience in the IT field, particularly in customer or user support for management software;
- Knowledge of Reporting Systems, BI or Data Warehousing (familiarity with QlikSense or Power BI is particularly appreciated);
- Good system administration knowledge of Windows client operating systems;
- English language proficiency (B2).

Preferred qualification:

- San Marino citizenship and/or residence and/or an ordinary residence permit.

Main tasks:

- First-level technical support in system administration and software management, including installation and configuration of IT procedures;
- Monitoring the operation of IT security measures;
- Testing management software procedures within the Agency's IT assets;
- Coordinating with external providers for maintenance, support, and administrative procedures;
- Developing reports, data analysis, and BI dashboards;
- Managing logistics related to the Agency's physical infrastructure;
- Managing the Agency's website;
- Assisting administrative staff in case of temporary needs.

The employment classification (falling within the employee category according to the Employment Contract for Executive, Employee, and Auxiliary Staff of the Central Bank of the Republic of San Marino) will be commensurate with the level of previous experience.