

# International University of Sarajevo

## JOB ANNOUNCEMENT

Pursuant to the Rector's Decision No. IUS-REC 01-2742/25 dated September 19, 2025, the International University of Sarajevo (IUS) invites applications for the following position:

### **Website Administrator (1 position, m/f)**

#### Information Technology Office

#### ***General Requirements and Qualifications:***

- University degree in Information Technology or Technical Sciences.
- Excellent overall computer skills are essential, with desirable experience in network environments, web servers and services, latest web frontend and backend development technologies, and internet services.
- Proficiency in English is essential.
- Knowledge of additional foreign languages is considered an asset.
- A minimum of one (1) year of professional experience in the same or similar roles.

#### ***Brief Description of Job Duties:***

- Designs, develops, organizes, and updates the layout and content of the University websites.
- Provides technical support for websites and related services.
- Implements and manages web security protocols and policies.
- Administers and troubleshoots the University FTP server and associated services.
- Manages, implements, and updates the University web servers (Apache/IIS).
- Stays informed about emerging web standards and technologies and the possibilities of their potential application.
- Defines procedures to ensure the accuracy and timeliness of information published on the University websites.
- Administers and manages website and application databases.
- Manages and troubleshoots the University website backup system.
- Implements, manages, and troubleshoots open-source applications.
- Collaborates with colleagues and performs tasks as assigned by the IT Manager, in accordance with work plans.
- The employee may be required to perform additional duties, such as participating in committees, translation tasks, meetings, and conferences.

### ***What We Offer:***

- A dynamic and international work environment.
- A supportive and collegial atmosphere.
- Opportunities for continuous professional development.
- Competitive salary and benefits.
- Team-building activities.

### ***Application Process:***

Interested candidates should submit the following documents in English:

- **A detailed resume (CV)**
- **A cover letter**

Applications may be submitted in one of the following ways:

- In person: At the IUS Protocol Office (Monday to Friday, 08:30–17:00)
- By post: Hrasnička cesta 15, 71210 Ilidža (please indicate the position on the envelope)
- Online: Via the “PRIJAVI SE NA OGLAS” option at [mojposao.ba](http://mojposao.ba)

### ***Additional Information:***

- The application deadline is **October 10, 2025**.
- The selection process includes a preliminary assessment of skills and motivation for shortlisted candidates. Only shortlisted candidates will be contacted.
- Incomplete or late applications will not be considered. Application materials will not be returned.
- The selected candidate will be offered a one-year fixed-term contract, including a six-month probationary period.
- We are an equal opportunity employer and encourage applications from all qualified individuals.