

ADMINISTRATION DEPARTMENT



BANK OF ALBANIA

It is concerned with the provision of normal working conditions in the everyday activity of the Bank of Albania through the management and maintenance of the stable assets and other property. The fulfillment of this task entails the following:

- Drawing up of the chart of procurements for the budget funds, the follow-up on and completion of all the procurement administrative procedures until the consignment of the commodity or the consignment of the construction site.
- Organisation and management of the maintenance and repairing of the systems, equipment, vehicles, machinery, working environments and the building, and the installation of electric, heating, radio-telephone communication, swift-telex and internet devices.
- Preparation of applications for: proposed ideas, designing tasks, designs and construction estimates, reconstruction or engineering inputs, for which either the Technical Division or the contracted third parties are responsible.
- Organisation of and follow-up on the mailing system for the banking system, distribution of publications, and protocol services with regard to documentation and correspondence.

The continuous structural improvements have been guided by the compliance with and support for the efforts of the Bank of Albania to modernise the banking technology and the infrastructure.

For the purpose of promoting effectiveness and flexibility in the services it offers, the Administration Department is working to ensure that auxiliary services are gradually run jointly with third parties on the basis of contractual agreements.