

## VACANCY ANNOUNCEMENT

**Studies and Development Center (SDC)** is the nonprofit organization. It is partner of implementing in the project **CULTURE BRANDING – STRENGTHENING EXTRVERSION /“CULTURE PLUS”** proposed for funding by the Interreg IPA II Cross-Border Cooperation Programme “Greece – Albania 2014-2020”, Priority Axis 2: Boosting the local economy, Thematic Priority (d) Encouraging tourism and cultural and natural heritage, Specific Objective 2.1 The overall objective is Preservation of cultural and natural resources as a prerequisite for the development of cross-border tourism. SDC is looking for an External Expertise and Services persons for the positions:

**Project Title: Culture Branding Strengthening Extroversion**  
**Position: Project Financial and Administrative Management (national) PT**  
**Estimated Date of launching: 20 July 2018**  
**Estimated Date of closure: 10 August 2018**  
**Estimated Date of Contract : 31 August 2018**  
**Expected duration: 22 months**  
**Location: Tirana, Albania**

The Finance Administration Management will be responsible for:

- Support, the Project manager in management & coordination and Finance manager.
- Daily management and coordination, inputs to partners.
- Monthly reports to the Project Manager on the work done according to the time-line of the project.
- Preparation of TORs and follow up of tender procedures up to the final delivery of the product according to the Procurement Plan.
- Archiving in the MIS system of documentation according to the requirements of the Donor.
- Contribution to budget revisions.
- Drafting the preparation and registration of all financial transactions in accordance with the SDC and Donor's financial system.
- Assist in meetings with partners.
- Assist in auditing both, during monitoring and project closure.
- Preparation and drafting of 4 Narrative & Financial Progress Reports and Final Report.
- Submission to the Project Manager all documentation prepared.

**Requirements:**

- Advanced university degree in accounting, business, or equivalent
- Minimum of 2 years of professional experience in administration functions
- Demonstrated experience in procurement and preparation of reports
- Good analytical writing, facilitation and communication skills.
- Languages: Proficiency in English language. Fully proficient in the Albanian language (native speaker level)

Applications should bring them to our offices until **10 August 2018** indicating “Financial and Administrative Management - CULTURE PLUS” in the subject and including the **CV in English language using the standard EU format** (<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>),

Only short-listed candidates will be contacted