

VACANCY ANNOUNCEMENT

Project Title: Culture Branding Strengthening Extroversion
Position: Administrative Personnel (national) /PT

Estimated Date of launching: 11 May 2018
Estimated Date of tender closure: 21 May 2018
Estimated Date of Contract : 30 June 2018
Expected duration: 24 months
Location: Tirana, Albania

The National Administrative Personnel will be responsible for:

- Support of the Project Manager (PM) in the overall technical management of the funded project under the Lead Partner (LP) of the SDC Coordination Office
- The Project Administration personnel is responsible for organizing and overseeing the Implementation of administrative and logistics works of the Project Management.
- Coordination of activities of the project based on the approved work plan
- Support of the PM in the coordination and monitoring of all long-term and short-term external experts
- Provision of technical assistance/expertise to all components and expected results.
- Support to the organization and preparation of the Project meeting, Info Day, implementation of the Final Conference.
- Organization and facilitation of stakeholder meetings.
- Design, organization and facilitation of trainings and workshops.
- Assist the NPM in developing annual, quarterly, monthly, weekly work plans and be the focal point to coordinate planned activities and monitor the implementation progress;
- Implementation of the communication and visibility plan for CULTURE PLUS partners
- Assistance during the closure phase and Final of Culture Plus project.
- Carry out other tasks assigned by the PM.

Requirements:

Advanced university degree in administration, law, economics or similar area;
Able to carry out his/her work in an organized manner;
Able to work independently and in a team;
Familiar with MS Word, MS Excel, Power Point, and MS Outlook is a must;
Able to work in a multi-cultural, multi-national environment;
Minimum of 1 years of professional experience in the field of office administration/ coordinator;
Good analytical writing, facilitation and communication skills;
Languages: Proficiency in English language. Fully proficient in the Albanian language (native speaker level)

Applications must be sent to info@sdc.org.al or in our office address until **21 May 2018** indicating "Financial Manager - INECO" 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>), a **motivation letter**

Only short-listed candidates will be contacted