

VACANCY ANNOUNCEMENT

Studies and Development Center (SDC) is the nonprofit organization. It is partner of implementing in the project Innovative Economy Ecosystem “INECO” 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 (2g): Enhancing competitiveness, the business environment and the development of small and medium-sized enterprises, trade and investment through, inter alia, promotion and support to entrepreneurship, in particular small and medium-sized enterprises, and development of local cross-border markets and internationalization, Specific Objective 2.2 Improving the capacity of cross-border areas to support entrepreneurship, business survival and competitiveness.

The overall objective of INECO project is to address a broader innovative ecosystem in the cross border area, by creating two pre-incubating structures, in order to encourage new entrepreneurs and teams to prepare and test their business ideas under real conditions before taking business risk.

SDC is looking for an External Expertise and Services persons for the positions:

Project Title: Innovative Economy Ecosystem
Position: Financial and Administrative Management
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 Project Financial and Administrative Management will be responsible for:

The Finance Administration Management will be responsible for:

- Support, involves of the Team Leader in management & coordination and Finance manager.
- Filing and documentation
- Logistical support for the organization and preparation of project meetings
- Assistance in the commission of audits
- Assistance during the closure phase of the CULTURE PLUS
- Synthesis of partners' input
- Preparation and drafting 4 Progress & Reports and 1 Final Report

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 - 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>),

Only short-listed candidates will be contacted