

Vacancy Announcement - Ref: PROMAS – ARDA / 03-2017 / PO - AL

TOR PROJECT OFFICER

Contract type and duration: Contract type is Service Agreement with duration 5 months.

Starting date: as soon as possible.

Purpose: to support the Project Management Unit (PMU) under PROMAS (Programme for the Modernization of the Agricultural Sector, funded by Cooperazione Italiana), in the organization and implementation of its specific activities. The successful candidate should be a qualified office administrator, of Albanian nationality, with significant previous experience and the capacity to deal successfully also with translation tasks and IT issues.

Duty station: based in Tirana in the premises of the Albanian Ministry of Agriculture, Rural Development and Water Administration at the PMU Office; possible travels within Albania.

Job description:

The Project officer will:

- Maintain the office system effective and efficient, including the IT service.
- Provide written and verbal translation and interpretation as required.
- Provide support as requested in the organization of public events, workshops and any other meeting.
- Organize and maintain the PMU's publications, documents, and systematically archive materials
- Organize effective filing system, both written and electronically of PMU's documents (policies, procedures, staff regulations, procurement documents, contracts etc.).
- Cooperate with the Programme Financial officer and with the Programme Procurement specialist, as to ensure consistent documentation/data management.
- Cooperate with the project team in keeping updated the project monitoring system.
- Deal with the preparation and updating of the project website (in Italian, English and Albanian) in close cooperation with other members of the project team.

The Project officer will report directly to the PMU National Coordinator.

Knowledge, experience and skills:

- University Degree in any relevant field.
- Advanced level of written and verbal English and Italian languages.
- Excellent communication, interpersonal skills and ability to work in group.
- Ability to work autonomously, with tight deadlines.
- Experience in the use of office software packages (MS Word, Excel, PowerPoint etc).
- Good IT skills, with experience in the use and maintenance of computers and computer networks.

Interested qualified candidates are requested to submit their CV in English by 12 of April, 2017 hr 16:00 Tirana local time, at the following email addresses: lauresha.grezda@bujqesia.gov.al. Please insert "PROMAS-ARDA – Project Officer" in the subject line of the email.

Only shortlisted candidates will be contacted for an interview.