



REGIONAL DEVELOPMENT PROGRAMME ALBANIA – PHASE IV

Programme Executive Assistant

VACANCY ANNOUNCEMENT

Regional Development Programme Albania IV (RDPA) is a project that supports the Regional Development reform in Albania, co-funded by the Swiss Agency for Development and Cooperation (SDC) and the Austrian Development Agency (ADA), implemented in partnership with the Government of Albania.

The overall goal of the project is to reduce disparities in Albania by supporting the development of strong regions, which advance their potentials and provide better social and economic conditions for their citizens.

The main objectives of the Project are: (i) the central government successfully defines, coordinates and implements the institutional and legal framework for Regional Development. (ii) The ADF as managing authority and other competent institutions and bodies for regional development prepare and approve the programming frame for future use of EU funds and make effective and strategic use of increasing funds for the development of regions through partnership approach (iii) The socio-economic conditions for Albanian citizens are improved through the implementation of Regional Development projects reflecting regional needs and priorities.

Within this framework, RDPA IV announces a vacancy for the position of “Programme Executive Assistant”, with details as follows:

Main Duties and Responsibilities

We are looking for an experienced executive assistant experienced in producing analytical and high quality documents. The assistant will work under the direction of the Team Leader and Deputy Team Leader of the project and will have to respond under tight deadlines. The Programme Executive Assistant will be in particular responsible for the following tasks:

- Assisting the Team Leader and Deputy Team Leader in their work for project administration and management;
- Supporting the project team leader and deputy team leader in coordinating work, agenda and activities with the project team and the project beneficiaries, other stakeholders;
- Assisting and supporting the project experts in organizing and coordinating activities with the project beneficiaries;
- Maintaining professional contacts with third parties related to office services, equipment, and other services;
- Sharing information among project's team, short term local and international experts, project beneficiaries, donors, etc.;
- Collecting and updating all information about Project and ensuring that interested parties have access to all Project public documents;
- Assisting the project management in drafting interim and annual reports for the donors and beneficiaries;



- Assisting the project management through drafting monthly reports on implemented activities; outputs/products, progress of the project, etc.;
- Assist in finalization of key documents inherent to the three outcomes of the Programme;
- Assisting the project management in monitoring weekly and monthly activities and outputs to be delivered by short and long term experts;
- Supporting the communication activities, messages and products to be shared properly through defined channels in coordination with the PR expert.

Qualification and skills:

- University degree academic level in social sciences, public administration, economy, political science, or other discipline related to the assignment or, alternatively, relevant working experience more than required under professional experience (absolutely required).
- Working knowledge of English (absolutely required);
- Working knowledge of Albanian (absolutely required);
- Professional experience:
 - At least 3 years of professional experience directly working and assisting implementation of development policies and instruments, implementation of planning and programming processes.
 - Experience in facilitating stakeholders' participation and applying relevant consultation methods;
 - Knowledge on project management, monitoring and evaluation cycle;
 - Ability to coordinate and facilitate communication among project stakeholders and experts;
 - Ability to set and maintain high standards of written documentation as well as delivery of reports as required;
 - Experience in organizing and managing high level and technical activities in the frame of the implementation of the project.

The position offered is fulltime and is located in Tirana. Frequent travel within the country is expected.

Application procedure

To apply for this position please send the following:

- A cover letter expressing your interest (written in English);
- A CV (including reference contact details) and letters of references if available (in English);
- A copy of your academic diplomas;
- A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Applications are accepted until **15th of October, 2020 17:00h**. Only those who fulfil the requirements specified in this Terms of References are encouraged to apply. **ONLY** short-listed candidates will be contacted for the second stage of the selection process.

All applications are to be sent to: Hysen.Peshku@rdpa.al