



SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

We create opportunities

We are a leading organisation for the implementation of international development projects. We promote inclusive economic, social and ecological development to make an effective contribution towards sustainable and widespread prosperity in developing and emerging economies.

In Albania, Swisscontact implements the 'Skills for Jobs' (S4J), a project of the Swiss Agency for Development and Cooperation SDC. The project addresses the main challenges of Vocational Education and Training (VET) in Albania by focusing on ensuring systemic change, capacity development and empowerment of key actors. S4J started in 2015 and it is estimated to continue until June 2027.

To support us in the project activities we are looking for:

Project Assistant

Employment start: May 2023

Contract duration: One year with possibility of extension until the end of the Phase III of the project, 30 June 2027. (3 months' probation period applies)

Place of work: Tirana based, with frequent travel in Albania

Job Role:

Project Assistant coordinates and provides organizational assistance related to activities of Project Manager and

project team. Project Assistant supports the project manager in ensuring the successful completion of projects within scope and time. Some of the key tasks and responsibilities include:

Tasks

- Project planning: assist the project manager in creating project plans, timelines, and schedules.
- Communication: be responsible for keeping the project team members and stakeholders informed of project progress, milestones, and risks.
- Documentation: be responsible for maintaining project documentation such as meeting minutes, project plans, and progress reports.
- Risk management: help to identify potential risks and assist in developing strategies to mitigate those risks.
- Coordination: assist the project manager in coordinating project meetings, scheduling, and logistics.
- Quality control: help to ensure that project deliverables meet the required quality standards.
- Reporting: assist the project manager in creating project status reports and presentations for stakeholders.
- Resource management: assist the project manager in managing project resources such as personnel, equipment, and materials.

Qualifications and Requirements

- University Degree
- Previous 2+ years of advanced executive support experience is required.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Strong attitude to see and manage varied projects and effectively coordinate across projects to ensure synergies are leveraged and tasks are not dropped
- Ability to manage multiple assignments and follow through in a timely manner
- Strong interpersonal skills and the ability to build relationships with team members, stakeholders, external partners
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Excellent command of English, both writing and speaking (non-negotiable)

Swisscontact offers attractive working conditions in an international and multicultural context. We see our work as a joint effort in an agile organizational culture: mutual respect, trust and teamwork.

Interested candidates are encouraged to apply **in Attn to Mrs. Martiri within 24 April 2023, 16:00 hr** to manjola.martiri@swisscontact.org with:

- Curriculum Vitae including at least 2 reference contacts.
- A Cover Letter expressing the motivation to apply for this job.

Only shortlisted candidates will be contacted and invited for an interview. Swisscontact reserves the right to consider only such applications which are completely suitable with the requirements for the position. Your application will be considered with confidentiality in respect of law no. 9887 date 10.03.2008 'For Personal Data Protection'.