

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 carries out 'Skills for Jobs' (S4J), a project of the Swiss Agency for Development and Cooperation SDC. The project started in 2015 and it is estimated to continue until June 2023.



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

Manager for Organisational Development

Employment start: January 2022
Contract duration: Until the end of the Phase II of the project, 30 June 2023. (3 months' probation period applies)

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

Job Role:

Leading role in designing and facilitating implementation of transformative strategies for vocational education schools and training centres (partner VET providers) in Albania. Help partner providers to become a champion in CHANGE MANAGEMENT and institutionalise innovative processes and products.

Tasks

- Support vocational schools and training centres efforts to design *strategies*, mid-term action *plans*, annual work plans and resource planning;
- Provide guidance to vocational schools and training centres in *organizational redesign* by introducing new roles and processes;
- Support partner providers to strengthen functions/departments such as financial management, HRM, marketing, quality assurance, career orientation and guidance etc.
- Support partner providers to establish *monitoring and internal control* mechanisms that steer plan implementation towards *performance indicators*;
- Fine-tune and lead the approach employed by Skills for Jobs (S4J) in promoting the highest standards of *quality management* in partner VET providers and evidence based decision making;
- Support managers of providers in crafting their *leadership* style aiming staff *motivation* and resilience in times of disruptive changes such as digitalisation of education;

- Support vocational schools in developing new products that facilitate *labour market insertion* for poor performing students.

Requirements

- Ideal candidate must be self-motivated with a proven track record of leading role in management, organisational design and facilitating processes of participatory change management in private sector.
- Must be comfortable in the dynamic atmosphere of a young project supporting vocational schools and training centres transformation toward becoming agile in an evolving labour market and new area for education and training .
- Must have very good understanding and experience in organisational planning, human resource modelling, developing guidelines, resource allocation, control, management information systems, communication, performance management and reporting.
- Very good understanding of digitalisation and new world of work impact on education sector.
- 5+ years of experience in management, organisational development, transformative change.
- Previous experience in administration of international education institutes is considered an asset.
- Previous experience with donor organizations (Government, multi-national, foundations), project implementers, system integrators/consultants are considered a plus.
- Must possess strong interpersonal skills and be able to communicate professionally, present concepts and ideas to groups of people transmitting trust.
- Substantial analytical, technical aptitude and problem-solving skills. Ability to organize and handle multiple assignments/accounts.
- Proactive in following through with deadlines and ability to prioritize, trouble shoot, and problem solver.
- Very good English and excellent Albanian.
- Excellent organization and time management skills. Must be able to work successfully in a fast-paced environment
- Ability to work individually and as part of a team.

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 30 November 2021, 16:00 hr** to al.info@swisscontact.org with:

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

Male candidates are highly encouraged to apply.

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'.