VACANCY ANNOUNCEMENT: ACCOUNT MANAGER IN VLORA AND BERAT

Swisscontact is the business-oriented independent foundation for international development cooperation. Represented in 34 countries with over 1424 employees, it promotes - since 1959 - economic, social and environmental development.

Skills for Jobs, S4J, is a Swiss Agency for Development Cooperation-funded project aiming to contribute in developing Albania into a more competitive economy and a socially inclusive society, by improving and increasing VSD offers for unemployed and underemployed women and men in Albania, with a focus on youth, allowing them to find an attractive and decent job. The project will facilitate the development of quality VSD offers based on new ways of learning approach.

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<tr>
<th>Employment start</th>
<th>Tentative by July 2020</th>
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<tbody>
<tr>
<td>Contract duration</td>
<td>One year (3 months’ probation period), with Extension possibility</td>
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<td>Place of duty</td>
<td>Covering Vlora and Berat regions – (100% based in Vlora).</td>
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**Job Role:** This role is primarily responsible for a smooth coordination of numerous Skills for Jobs interventions in Vlora and Berat Schools and Acts as the liaison person between the project team (including consultants and other contractors) and the local stakeholders.

**Tasks**

- Supports the project team, the partner providers (Vocational Education Schools), and other relevant stakeholders to ensure the timely implementation of the activities envisaged in the joint work-plan.
- Supports the implementation of the quarterly joint work plans between Schools and Skills for Jobs Project.
- Contributes to the development of the provider-based joint work-plans.
- Supports in the implementation of project initiatives in Vlora and Berat.
- Represents Skills for Jobs Project Manager in local thematic activities.
- Coordinates project management team missions in Vlora and Berat.
- Maintains contacts with local media to properly communicate the project as per the instructions of the Project’s Communications Officer.
- Provide regular support to the project team on logistics.
- Supports the processes for data collection for the Measurement Data system in Vlora and Berat.
- Monitors the implementation of project activities in the respective region and ensures these are in line.
- Reports (monthly) to the Project Management Team on the completion of activities envisaged in the joint work-plan, including feedback on lessons learnt and recommendations for improvements.

**Requirements**

- Diploma in Business Administration/ Humanities or related areas. Studies abroad are an advantage.
- 5 years working experience in similar position; experience in development projects are a plus.
- Very good English and Albanian.
- Excellent PC Literate.
- Excellent Drafting and reporting skills, detail Oriented, Team Player.
- Strong oral and written communication and inter-personal skills; organization skills with strong analytical ability.

In line with Swisscontact organisation culture, we are looking not only for competent, but also open-minded individuals with good social skills. Interested candidates are encouraged to apply in Attn to Mrs. Martiri within 15 June 2020 to al.info@swisscontact.org with:
- Curriculum Vitae including at least 2 referees contacts.
- A Cover Letter or Video Message 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".