



JOB ANNOUNCEMENT

Position: Head of Programs and Development

The Albanian-American Development Foundation (AADF) was created in 2009 by the Albanian-American Enterprise Fund with the support and encouragement of United States Agency for International Development (USAID) and the United States Government. The mission of the AADF is to facilitate the development of a sustainable private sector economy and a democratic society in Albania, and to contribute to stability in Southeastern Europe.

BASIC PURPOSE:

The Head of Programs & Development plays a fundamental role in the processes of Strategy Definition and Strategy Review by reviewing the management structures and systems, assessing demographic, social and cultural changes. Additionally, the Head of Programs & Developments play a director role in managing all the Program Managers.

PRINCIPAL RESPONSIBILITIES:

- Directs and innovates the core department of the organization while maintaining an alignment with the organization strategy path;
- Develops new initiatives to support the strategic direction of the organization;
- Develops and implements long-term goals and objectives to achieve the successful outcome of the programs;
- Leads the programs into the definition and review of the Organization Strategy by playing an important role in Assessing the Internal Environment;
- Responds and procures the necessary external contactors for the development or review of the organizational strategy;
- Consults the corresponding Program Managers for the assessment of the external environment in the development & review of the organizational strategy;
- Oversees the process of the Strategy Development & Strategy Review as a whole, maintaining the vision and mission of the organization;
- Directs the Program Managers into the proper deployment of the Respective Programs;
- Focuses and manages the synergy of the cross-program concepts.

KNOWLEDGE AND EXPERIENCE:

- University degree in Business Administration, Economics or relevant;
- 5 or more years of progressive experience in project management;
- Knowledge of stakeholder groups and/or issues related to the program areas related to the organization main goals;
- The ability to analyze large amounts of data and assess solutions;
- Confident decision-making ability;
- Excellent communication skills;
- Project management skills;
- The ability to work within budgets and to deadlines;
- Good team working skills;
- A comprehensive knowledge of relevant legal regulations.



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SUCCESS FACTORS:

The ability to interact effectively with international and national personnel both in a managerial as well as training capacity is required. A demonstrated ability to multi-task, meet deadlines and process information in support of changing program activities is necessary. The candidate should be able to speak and write excellent English.

Interested candidates should send their Curriculum Vitae to the following address: careers@aadf.org and please reference the job title in your message. Electronic applications accepted only. All applicants will receive a confirmation that their electronic submission was received. Only shortlisted candidates will be contacted for an interview.

Deadline for applications is Sunday, February 18, 2018 at midnight.