JOB ANNOUNCEMENT

Position: Office Coordinators - Vlorë

CleanScore Project

Albanian-American Development Foundation (AADF) was created in 2009 by the Albanian-American Enterprise Fund with the support and encouragement of the United States Agency for International Development (USAID) and the United States Government. The mission of 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.

As part of the Education sector portfolio, AADF is implementing the CleanScore project which aims to a) build a digital testing center solution that helps improve transparency in student evaluation as well as b) improve teaching quality by substituting current local textbooks with international versions. This project is implemented in partnership with several public and private universities.

CleanScore is looking for an Office Coordinator that will contribute to the effective implementation of the components of the project at the University of Vlora.

Main responsibilities include, but are not limited to, the following:

- Preparing test answer sheets for students and continuously collaborating with professors;

- Answer sheet scanning and scoring, delivery of results to professors and the project assistant;

- Correctly & efficiently use the equipment and software for answer sheet scanning and scoring,

- Maintenance of dedicated equipment;

- Develop a standard working plan for the effective operation of CleanScore Office and report to project assistant, produce analysis, and provide recommendations on, how to improve them;

- Coordinate and supervise the book sales process in partner universities;

- Support AADF Education Sector and CleanScore project with other duties as required;

- Time to time they may be required to travel for trainings, monitoring, or promotion activities.

Albanian-American
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"Ibrahim Rugova" Street, Building no. 42, Entrance no. 7, Apartment no. 60, Tirana, Albania   www.aadf.org

Required qualifications and competencies:

- Master's Degree;

- Minimum 2 years of work experience;

- Must be proficient in the Microsoft Office package and especially Word and Excel;

- Strong analytical, communications, technical teamwork, and interpersonal skills;

- Very good command of the English Language.

Application Instructions:

Only those who meet the above requirements are requested to send their Letter of Interest, Curriculum Vitae, and relevant Diplomas and Certifications to the following email address: **careers@aadf.org**.

Please reference the job title "Office Coordinator for CleanScore" as the subject of your email message. Electronic applications are 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: Thursday, June 30th, 2022, at midnight.

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