



## **JOB ANNOUNCEMENT**

### **Position: Project Coordinator for Education**

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.

The Education Program aims to transform this sector into a driving force for the country's social and economic development. Through its projects, the AADF invests in improving the quality of education and research and developing professional and managerial skills for students in the labor market, both in the private and public sectors.

The Project Coordinator is responsible for administering and harmonizing daily tasks during all phases of Project Management.

#### **Main duties and responsibilities:**

- Prepare and maintain detailed project implementation plans;
- Manage project deliverables in line with the plan;
- Manage project scope and deal with escalating issues when necessary;
- Maintain relationships with third-party consultants and/or subcontractors;
- Monitor project expenses towards a defined budget;
- Liaise with other stakeholders in the field of Education and Leadership to solicit information and coordinate efforts during project development and implementation;
- Report on a regular basis to Project Managers for Education and Leadership as well as perform other duties that might be assigned by them.



### Required qualifications and competencies:

- A bachelor's degree in a related field (a Master's degree would be an asset);
- At least 3 years of proven work experience as a Project Coordinator or similar role;
- Experience in project management from conception to delivery;
- Excellent communication and presentation skills;
- Organizational skills including multitasking and time management;
- Event management skills;
- Ability to work independently;
- Fluency in English;
- Solid ethics;
- Good understanding of institutional settings in the public sector, primarily Education and Governance is considered an advantage.

### Application Instructions:

Only those who meet the above requirements are requested to send their **Curriculum Vitae**, and **Motivational letter** to the following email address: [careers@aadf.org](mailto:careers@aadf.org). Please reference the job title in your 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.

Applications will be evaluated in accordance with Law no. 9887, dated 10.03.2008 on the Protection of Personal Data (as amended).

### Deadline for applications:

June 17, 2022.