



## **JOB ANNOUNCEMENT**

### **Position: Project Coordinator for LEAD Albania**

The Albanian-American Development Foundation (AADF) is looking for an individual who will be in charge of the Lead Program.

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.

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

- Manages the project in overall, plans and implements project schedule;
- Liaise with partners institutions and coordinates efforts toward project objectives;
- Develops and implements awareness and information outreach campaign;
- Develops and implements capacity-building events and activities;
- Maintains relationships with third-party consultants and/or subcontractors;
- Drafts budget and monitors project expenses;
- Administrates and processes applications, selection, and placement of project participants.

#### **Required qualifications and competencies:**

- A bachelor's degree in a related field (a Master's degree would be an asset);
- At least 5 years of proven work experience in project management or similar role;
- Good understanding of institutional settings in the public sector, primarily Governance and Education;
- 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;
- Integrity, strong professionalism, and solid ethics.



### **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:**

September 26, 2022.