

Albanian Local Capacity Development Foundation (ALCDF)

*It is a non-profit organization founded by national and regional organizations with a constituency and interest in local areas of Albania, in 2010. **ALCDF is a spinoff of SNV Balkan – The Netherlands Development Organization.***

The Vision of ALCDF is the socio-economic well-being and prosperity in rural areas of Albania.

The Mission of ALCDF is improving the business and professional service market environment through strengthening demand, improving the quality of services, and increasing the effectiveness of financing. A core element of ALCDF's approach is that user experience is empowering thus building confidence of all formalized rural actors to participate in open market environments.

ALCDF is focused on Regional and Rural Development in the sectors of Forestry, Agriculture, Tourism and Local governance. ALCDF works closely with local partners and clients. It has about 400 formalized clients and partners in Albania such as individuals, companies, organizations, local authorities institutions, etc).

ALCDF is looking for a dynamic and innovative full time:

Project Manager

For the EU funded project “Ecosystem protection of the Ohrid-Prespa transboundary region”

ESSENTIAL JOB FUNCTIONS:

The Project Manager, based in Tirana is responsible for the effective management of the EU funded project “Ecosystem protection of the Ohrid-Prespa transboundary region” implemented by ALCDF and funded from EU in the framework of Cross-border Programme the former Yugoslav Republic of Macedonia - Albania under the Instrument of Pre-accession Assistance (IPA II) allocations for 2014 & 2015.

In close collaboration and with the direction of the Executive Director will perform these main tasks:

- Overall coordination of the activities foreseen to be implemented in the Action;
- Coordinate the process between the Applicant and Co-Applicants for preparation of interim and final reports;
- Prepare the working plans and reports for the entire project as required from the Contracting Authority;
- Ensure regular communication with other members of the Project staff and project partners in the CBC area;
- Observe timely implementation of the activities;
- Provide appropriate information required for review of Project implementation;
- Responsible for communication with the Contracting Authority

Qualifications

The successful candidate will have proven experience in project management and increasing levels of responsibility and authority. A proven self-starter and innovator.

- A first degree (Bachelors or Diploma) and Masters Degree in Accounting or Business Management or relevant topics; or an equivalent proven experience.
- Significant experience in the management of projects, especially EU funded projects;
- Significant experience in rural sectors and/or forestry, agriculture, tourism and local governance
- Fluent spoken and written Albanian, and
- Comprehensive working knowledge of English

Interested applicants should submit a CV and letter of interest by Monday 4th December 2017.

Please e-mail all materials to Lmanga@alcdf.org