



## VACANCY ANNOUNCEMENT

*SOS Children's Villages Albania is a private, nongovernmental and nonprofit organization, which makes every attempt to offer a permanent home to the children who have lost their parents or for several reasons have no possibility to live with them. The SOS Children's Village also strongly support the children at risk of losing their families, and the families in need through implementation of different projects aiming at the further development of their capacities.*

*The SOS Children's Village is going to implement a new project titled "Youth employment enabling prospects", aiming at creating better employment prospects for young people, by promoting their social integration and increasing their active participation in labor market*

In the framework of implementation of this Project, SOS Children's Villages Albania is looking for a suitable person in the position of **Project Manager**

**The Project Manager** actively leads the overall management and implementation of the project at national level, ensuring compliance with donor requirements as well as requirement of SOS Children's Villages, Albania.

He is responsible for implementation and monitoring of project activities, effective management of project staff, financial control, cooperation with local project partners, project monitoring and evaluation.

### Requirements for the position:

- University degree in Business Administration, Economics, Management, Social science or a similar area;
- Minimum 3 years working experience in the field of Project Management, experience in youth employment is an advantage
- Documented experience in implementation of socially meaningful projects, co-funded by institutional donors; experience in working in an NGO
- Experience in the following areas: human resource management, finance, good knowledge of local labour law, social services provision, community development
- Excellent conceptual and analytical skills;
- Ability to proactively lead and coordinate staff
- Ability in the field of controlling quality of processes and excellent organisational skills
- Independent and reliable person, capable to work under pressure
- Strong communication, presentation, facilitation and interpersonal skills;
- Fluency in English and strong PC knowledge are prerequisites
- Driving licence, active driver.

### Main responsibilities:

- Responsible for overall direction and management of the project
- Coordinates and monitors the project on a day-to-day basis
- Ensures that the project is implemented in line with project documentation (i.e. donor agreement, project schedule, project budget, etc.)
- Ensures the effective management of all people and resources involved in the project
- Responsible for the project producing a result that is capable of achieving the benefits defined in the Project
- Manages a project team, controls quality of the work performed by the project team and ensures smooth communication between all project team members.
- Prepares progress and final reports both for the donor (in accordance with donor requirements) and for SOS Children's Villages, Albania (in accordance with organisational internal standards)
- Ensures that the costs directly chargeable to the project are in compliance with the conditions defined in the grant agreement
- Communicates with all project stakeholders: such as: Project Regional Coordinator, National Management Team, National Director, Project Team, Grant Giver, Local environment, etc.



SOS CHILDREN'S  
VILLAGES  
ALBANIA

If you are interested in the above-described position, send your **CV and application letter** to e-mail address: [enkelejda.tefa@soskd.org.al](mailto:enkelejda.tefa@soskd.org.al) until **February 6, 2020**.