



**GUS ALBANIA
VACANCY
COORDINATOR of GUS ALBANIA OFFICE**

*Published: 28/04/2017
Closing date: 20/05/2017*

Role: Coordinator
Duty Station: Tirana, Albania
Starting date: June 2017
Duration: 12 months (renewable) with a 3-month test period

Profile:

The ideal candidate:

- young, highly self-organized and motivated to fulfil the role of Office Coordinator in Tirana, as well as for the activities of the association in Albania and abroad
- interested and passion dor subjects as human rights, humanitarian action, education on migrations, social enterprise, capacity building and local sustainable development, encompassing economic, social and environmental aspects
- fluent in Albanian, Italian and English
- has lived abroad for a period, and is now willing to capitalize this experience for the development of his/her country, as well as for his/her professional growth, within the activities of an NGO such as GUS Albania
- refers directly to the National Coordinator, as well as to the President of the NGO – and through them, refers to other national and international experts that shall be engaged in the activities.

Additional skills

- additional Foreign languages
- previous experience in coordination roles
- previous experience in volunteer programmes, at national and international level
- kind and duration of the experience abroad

Skills and attitudes

- Ability to support project design (data and reference documents collection, filling templates, follow-up partners (such as local authorities, private sectors etc.) and related document deliveries
- Experience and ability to manage activities based on time-schedules and programmes, including organization of events and courses (ranging from advertising to contacts with participants, profiling, production and uploading materials, for both sensitizations and education purposes, based also on the requests of the speakers. Logistics for trainers, lessons, contracting catering and other services etc.),
- experience and ability in managing a small group of volunteers, coming to support the staff for a 12-month period. This task includes managing the house facilities (services, periodic control) programming and controlling the activities assigned to each volunteer, by regular meetings, supervision, formal accomplishments required by the volunteer programme.



GUS ALBANIA Non-profit Organization

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Principal activities:

support to design activities, as well as implementation and administration routine tasks:

- back and front office, guaranteeing the full efficiency of the structure and its facilities
- petty cash book (including bank account)
- regular execution of payments and planned expenses
- update files and editing the documents required for budget reports of single projects
- regular planning and execution of budget and activity reports, as required by the National Coordinator
- support to the communication activities and routine translations, whenever required

Networking, representative tasks:

- maintain positive and fruitful relations with the project staff, beneficiaries and authorities
- facilitate collaboration and networking with other local actors, both private and public ones
- ensure the participation of several target groups to events organized within GUS activities, as well as to events organized by other relevant actors,
- represent GUS, referring to the National Coordinator, whenever required to participate to events, and/or to meet all sorts of authorities (governmental and non-gov.) agencies and partners in the name of GUS

Selection

The deadline for applications is fixed at 8PM, May 20, 2017

Candidates must send an email to: info@gusalbania.al with a CV attached, and a short self-introduction and motivation letter (3000 char maximally)

A first selection is being made first on the CVs and letters received within the term established. A few short-listed candidates will be contacted to agree on a second step, to be held via skype or live interviews. The selection process should end by mid-June, with immediate beginning of the assignment.