



Project Coordination Assistant
Co-PLAN, Institute for Habitat Development

Co-PLAN is a non-profit organization that has contributed to sustainable development by enabling good urban and regional governance, tackling key environmental issues, developing civil society, impacting policies, and promoting community participation knowledge-making since 1995.

At the core of Co-PLAN's activity is the work with people and institutions, to foster tangible social transformation and positive change on the ground by inducing change-driving knowledge in our society for smart management of our habitat. Co-PLAN fulfils this mission through means of pilot activities and advisory services financed by national and international institutions and direct involvement with communities, local government units and other non-governmental organizations in the field of urban and regional management, environmental management, and municipal finance.

Co-PLAN is announcing a vacancy for the position of a "Project Coordination Assistant":

Main Duties and Responsibilities:

- Write, edit, and distribute content in both English and Albanian, including publications, press releases, website content, annual reports, speeches, and other content material that communicates the organization's activities, products and/or services.
- Contribute to the organization and management of events such as conferences, workshops, roundtables, etc.;
- Conducting participatory processes as part of various projects with a strong community mobilisation/ participatory component.
- Organizing and conducting public meetings, hearing, consultations, etc.;
- Conducting research, assessments or surveys in aspects with a strong social component;
- Writing reports, policy briefs, or similar written documents.
- Conducting research on various topics, in full compliance with the Organisational Research Agenda;
- Assisting closely the Unit in the process of preparing project proposals, including: monitoring of publication of Calls for Project Proposals, writing a project proposal, and preparing the supporting documentation.
- Prepare monitoring reports; assessments; analyses;

Qualifications and Skills:

- Excellent communication skills. Communicates accurately, effectively and creatively;
- Demonstrates very good understanding of and experience in communications and outreach;
- Proven networking skills, and ability to generate interest in Co-PLAN activities, and work related products;
- Knowledge of the public institutions and public policies in Albania, including the policy debates and events;
- Ability to work off own initiative and to proactively follow and tune-into the dynamics of team-work;
- Ability to multi-task;
- Interacts effectively with all levels of the organization;
- Ability to handle a large volume of work possibly under time constraints;
- Builds strong relationships with partners and collaborators, focuses on impact and result, and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- University degree (minimum requirement: MA/ MSc) in a relevant field such as social sciences, law, communications, public policies, planning, economics, human resources development, management;
- Excellent command of the English language and fluency in both written and spoken English;
- High quality of writing in Albanian;
- Sharp analytical skills and ability to process and analyse data/information in both English and Albanian;
- A fine eye for document drafting;
- Proficiency in design and publishing software.
- At least 3 years of relevant professional experience in the field of project assistance, coordination, etc.;

Application procedure

To apply for this position please send the following:

- A cover letter expressing your interest (written in English);
- A CV and two letters of references (in English);
- A copy of your academic diplomas;
- Portfolio of written or published works authored or co-authored by the applicant.
- A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Applications are accepted until January 8, 2021, 17:00h. Co-PLAN is an equal rights and opportunities employer. Only those who fulfil the requirements specified in this Terms of References are encouraged to apply. ONLY short-listed candidates will be contacted for the 2nd stage of the selection process. All applications are to be sent to: co-plan@co-plan.org.