



VACANCY ANNOUNCEMENT: PROJECT ASSISTANT

Immediate Start

Co-PLAN, Institute for Habitat Development is a non-profit organization specialised in matters of good urban and regional governance, environmental planning and management, territorial governance and spatial planning, decentralisation and local economic development, and research and policy influencing.

At the core of our 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. You can learn more about us by visiting: www.co-plan.org.

We are announcing a vacancy for immediate start for the position of "Project Assistant", as part of the Communication and Project Acquisition Team. Below you will find a detailed description of the 'Main Duties and Responsibilities', 'Qualifications and Skills', and 'Application Procedure'.

I. Main Duties and Responsibilities:

- Write, edit, and distribute content in both English and Albanian, including official written correspondence, reports, short articles, and other content material;
- Contribute to the organization of events such as project activities, workshops, roundtables, etc.;
- Engage in participatory processes as part of various projects with a strong community mobilisation component;
- Assist closely the Unit in the process of preparing project proposals, including: monitoring of publication of calls for project proposals, conducting preliminary research, support in the process of preparing a project proposal, and preparing the supporting administrative documentation;
- Help monitor the implementation of the organisational and various project-specific communication strategies;
- Prepare documents, and engage in administrative processes;
- Assist the Communication and Project Acquisition Team with any other processes as part of daily work activities;

II. Qualifications and Skills:

- Excellent communication skills. Communicates accurately, effectively and creatively;
- 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;
- At least 3 years of relevant professional experience in research, project coordination, and similar tasks/positions.

III. 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;
- If available, a portfolio of works;
- A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Applications are accepted until ***January 20, 2022, 16:00h***. 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.

**All applications will be treated with strict confidentiality in compliance with Law No. 9887/2008 "On the Protection of Personal Data".*