

Terms of reference: Office Administration and Procurement

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 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 fulfills 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.

The **Office Administration and Procurement** will be responsible for a wide range of tasks in order to maintain and support day to day functions of the organization. In addition, this position will manage the Procurement of goods and services following the procurement activities and Co-PLAN's Guidelines. More specifically the responsibilities will be:

Responsibilities include, but are not limited to:

- Provide administrative support during acquisition processes;
- Provide administrative support related to human resources management.
- Provide administrative support in different agreements preparation forms and administrative forms
- Constant monitoring and evidencing of public or private procurement procedures announced on domestic and foreign platforms;
- Examine and preparation of documentation according to the Terms of Reference for application in each procurement procedure;
- Maintaining an efficient documentation and filing system, including hard copies and electronic formats;
- Update and maintain projects records, assemble, collate, distribute and archive projects information and provide this information upon request;

Other related duties:

- Producing formal letters in both English and Albanian;
- Providing direct administrative support to the Co-PLAN Executive Director and line managers;
- Organizing/coordinating organization activities and functions such as meetings; workshops, conferences, etc.;
- Serving as the primary receptionist (answering and directing incoming calls and greeting, directing, and assisting visitors);
- Ordering, stocking, and distributing office supplies and managing the logistics fleet;
- Making photocopies, sending faxes, archiving documents;
- Planning and scheduling meetings and appointments;
- Running errands and performing miscellaneous job-related duties as assigned;
- Maintaining general office tidiness;

Qualifications and Skills:

- University degree in any Business/ Social Sciences, or any relevant fields;
- At least 5 years of relevant professional experience;

- 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 analyze data/information in both English and Albanian;
- A fine eye for document drafting;
- Ability to work off own initiative and to proactively follow and tune-into the dynamics of teamwork;

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;
- A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Applications are accepted until **April 30, 2022**. Co-PLAN, Institute for Habitat Development is an equal rights and opportunities employer. Only those who fulfill 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