**Terms of reference: Project and Administrative Assistant**

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.

Co-PLAN is announcing a vacancy for a **Project and Administrative Assistant** with details as follows:

**Title: Project and Administrative Assistant (full-time)**

**Location: Tirana, Albania (on-site)**

**The primary duties and responsibilities:**

Assist the Co-PLAN team with various office management duties, which include:

* Maintaining an efficient documentation and filing system in both hard copy and electronic formats
* Gathering, scanning, and filing necessary documents for the team
* Creating formal letters in both English and Albanian
* Ordering, stocking, and distributing office supplies and managing logistics fleet
* Acting as the primary receptionist by answering and directing incoming calls and greeting, directing, and assisting visitors
* Assisting in preparing various agreements using pre-defined forms and templates
* Scheduling and planning appointments, as well as taking minutes during meetings
* Performing miscellaneous job-related duties as assigned, including running errands and maintaining general office tidiness

Additionally, provide support in the following tasks:

* Organizing events, including logistics, document preparation, social media information, maintaining relationships with internal and external parties, and handling any other ad-hoc related tasks
* Assisting in the acquisition process, with constant monitoring and evidencing of public or private procurement procedures announced on domestic and foreign platforms.
* Preparing proposals/tender administrative part

**Qualifications and Skills:**

• University degree in any Business/Law/ 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.).

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](mailto:co-plan@co-plan.org)