



## Project Manager and Environmental Expert - Vacancy Announcement

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

At the core of Co-PLAN's activity is the work with people, organizations, and institutions both in Albania and the Western Balkans to foster tangible social transformation and positive change. Green Transition, Pollution, Climate Change, and Ecosystem-based management and governance of our habitat are some of the thematic areas whereas Co-PLAN fulfils its mission through pilot activities, research, advisory services, sub-granting, etc.

Co-PLAN is announcing a vacancy for the full-time position of a "**Project Manager and Environmental Expert**":

**Main Duties and Responsibilities** comprise direct engagement with Co-PLAN projects tackling environmental issues and supporting/contributing to:

- project planning, execution and monitoring;
- team management;
- communication with stakeholders;
- documentation of processes;
- project reporting;
- knowledge and expertise on one or more Green Agenda pillars;
- designing methodologies and approaches to assist in environmental conservation, sustainable use of land and resources, and advising policymakers on environmental best practices;
- carrying out site monitoring practices (air, noise, ecosystem services) to determine environmental impacts;
- collecting and analyzing environmental data;
- providing capacity-building activities for different stakeholders;
- identifying and contributing to critical research and acquisition areas such as renewable energy, climate change, etc.

### **Qualifications and Skills:**

- Experience in managing and leading at least two (2) projects;
- At least 7 years of proven professional experience on environmental issues;
- Master's degree in environmental engineering; environmental management; environmental and earth sciences, or any relevant field of the environment;
- Sharp analytical skills and ability to process and analyze data/information in both English and Albanian;

- Excellent knowledge and understanding of the environmental civil society organizations in Albania
- Familiarity with design/management/evaluation of different modalities of support to civil society (e.g. grant program, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage;
- Excellent command of the English language and fluency in both written and spoken English;
- Good organization and facilitation skills for conferences, meetings, workshops, networking, etc.;
- Excellent working competences on Office package (Word, Excel, PowerPoint)

### ***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 reference (in English);
- A copy of the academic diplomas;
- Portfolio of written/designed or published works authored or co-authored by the applicant (if applicable);
- A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Co-PLAN is an equal rights and opportunities employer. Applications are accepted until **February 29, 2024, 16:00h**. 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 2<sup>nd</sup> stage of the selection process. All applications are to be sent to: [co-plan@co-plan.org](mailto:co-plan@co-plan.org); and/or [enkela\\_poro@co-plan.org](mailto:enkela_poro@co-plan.org). Applications will be assessed on a rolling basis; therefore, the vacancy may close upon selection of a suitable candidate.

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