

PM ENGIM – Fier (Albania)

Job Title: Project Manager

Duty station: Fier, Albania with frequent field visit to areas of operation

Contract: Co.co.co. for one year renewable up to 30 months

Deadline for application: 01/04/2022

Start of project: 01/05/2022

General context of the project – ENGIM in the country

ENGIM is an NGO that operates in 16 countries around the world carrying out international cooperation projects. ENGIM has been working in Albania since 1995, in collaboration with the "Qendra Sociale Murialdo" (QSM) with which a series of initiatives are being carried out in the territory, mainly aimed at the development of vocational training, youth aggregation and inclusion through socio-educational activities, also through international mobility programmes (Peace Corps - Universal Civil Service).

ENGIM Albania promotes the development of social enterprises and the fight against organised crime through the social reuse of confiscated assets. ENGIM has signed agreements with local institutions, ecclesiastical bodies and civil society organizations for the implementation of projects, the promotion of human rights of the most vulnerable groups.

Project: Spreading Social Enterprise: training, work and inclusion

The overall objective of this project is to support the sustainable and inclusive development of the Albanian economy by promoting social entrepreneurship and the social re-use of confiscated assets. To be more specific, the objective is to strengthen new models of social entrepreneurship and the entrepreneurial skills of local CSOs that ensure the socio-economic inclusion of disadvantaged groups, focusing on the social re-use of confiscated assets.

The main results of the project are:

1. Strengthening and dissemination of new models of vocational SEs (social enterprises);
2. Strengthening the management capacities of local CSOs (civil society organisations) through the exchange of international good practices and practical models for the re-use of confiscated assets and social entrepreneurship;
3. Increasing socio-economic inclusion by supporting a new SE, with a focus on the social re-use of confiscated assets.

Main responsibilities and tasks

- Coordination of the activities foreseen in the project **Spreading Social Enterprise: training, work and inclusion** funded by the Delegation of the European Union to Albania;
- Monitoring and implementation of the project;
- Monitoring, supervision, coordination and evaluation of local staff;

ENTE NAZIONALE GIUSEPPINI DEL MURIALDO

- Coordination of the activities in collaboration with the donor, the ENGIM country officer and the desk in Italy;
- Participation in coordination meetings with partner institutions, social enterprises and the donor;
- Ensuring the development and maintenance of strong relationships with partners, donors, beneficiaries and local authorities;
- Identifying and developing new project proposals;
- Managing the presence of SC volunteers, CCPs, interns and equivalent (training, logistics management, monitoring, etc.);
- Supervise the socio-educational activities foreseen by the projects by supporting local operators and ENGIM volunteers in the implementation of the activities.

Required profile and experience

- Minimum two years' experience in the management and administration of International Cooperation projects on the field;
- Proven experience in submission and management of project proposals to institutional donors (EU, MAECI, Decentralized Cooperation, etc.) and private foundations;
- Familiarity with the policies, procedures and guidelines of the main international donors (Knowledge of European PRAG procurement procedures is particular relevant);
- Interest and motivation to work in a NGO respecting its principles and values;
- Good interpersonal skills with colleagues, stakeholders, donors and local authorities;
- Team working and results orientation with a predisposition to leadership;
- Proven ability to co-ordinate and manage interdisciplinary and multicultural work environments while complying with objectives and deadlines;
- Proven ability to write projects in Italian and English for institutional donors;
- Expertise in managing stressful situations and ability to work under pressure;
- Excellent knowledge of English (at least B2) and Italian (at least C1);
- Basic knowledge of the Albanian language is preferable;
- Good familiarity with IT tools (Office package, Windows operating system, e-mail, etc.)..

Previous experience in Albania or in the Balkans, as well as availability for an initial training in Italy at the ENGIM office in Rome, are preferential requirements.

How to apply:

Send your application by 01 April 2022 to federico.filipponi@engiminternazionale.org indicating in the subject PM Albania, attaching:

- Updated CV with signed authorization to process personal data;
- Cover letter and motivation;
- Indication of at least 3 reference persons with e-mail and telephone, preferably attaching a letter of reference.

CVs that do not meet the requirements will not be taken into consideration. No notification will be sent to non-pre-selected applications.