

Help – Hilfe zur Selbsthilfe e.V. is looking to recruit a full time Project Officer - Employment Support. The postholder will help support Help's programmes and projects in Albania.

- Job title:** Project Officer
Job focus: Employment support
Starting: Beginning of May 2023
Contract: 12 months, full-time, with the possibility of renewal
Location: Based in Tirana with regular field trips within Albania
Salary: Commensurate with experience

Background of Help Albania

Help - Hilfe zur Selbsthilfe e.V. is a German-based international humanitarian non-for-profit organisation working in more than 20 countries across the globe specialising in humanitarian aid, rehabilitation, and development programmes. Help has been working in the Western Balkans since the mid-1990s and started working in Albania in 2019. Help also operates in Bosnia and Herzegovina, Kosovo, Montenegro, and Serbia.

Help in Albania aims to support the sustainable social and economic integration of vulnerable groups through local economic development and income-generation programmes which will:

- improve incomes and living conditions of vulnerable families and communities;
- increase employment opportunities for vulnerable individuals especially youth and women;
- create a positive environment for small businesses and entrepreneurship development.

General Obligations

The Project Officer will play a key role in organising and implementing high quality and timely activities in the employment support programmatic area. The postholder will have specific responsibility for the development of local professional skills and business development schemes in a newly established multifunctional community centre (MFCC) & in local communities. The postholder will work with a wide range of local stakeholders.

Main duties and responsibilities

- Conduct local market demand-supply surveys
- Develop employment support services in a MFCC setting & in local communities
- Develop employment support programmes including on-the-job training schemes
- Develop economic empowerment programmes including IGA schemes
- Support establishment of social businesses
- Plan and organise project activities and related events
- Liaise with municipal departments, municipal units, and state institutions
- Oversee the beneficiary selection procedures and needs assessments processes
- Conduct monitoring & evaluation activities

Personal specification

Qualifications

- University degree in Economics, Social Sciences or similar subjects

Experience

- Experience of working on employment support programmes is essential, ideally in a MFCC or a similar setting
- Experience of project implementation is essential, preferably for a civil society organisation

- Experience of work with vulnerable youth, women, families and/or communities is essential
- Experience of conducting needs assessments is desirable
- Experience of working with micro/small businesses, including social businesses is desirable
- Experience of conducting market demand-supply research is desirable

Skills, knowledge & abilities

- Good organisational and coordinating skills
- Good interpersonal skills able to interact with a wide range of people from different socio-economic backgrounds
- Good oral and written communication skills able to prepare reports
- Good IT skills with experience of using Microsoft Office
- Knowledge of current national strategies on employment and skills
- Knowledge of social business is desirable
- Ability to work on own initiative, to prioritise workload & meet deadlines
- Ability to work as part of a team

Other requirements

- Commitment to advancing social inclusion of marginalised groups
- Excellent command of spoken and written Albanian and English
- Hold a clean Driving License
- Able to travel regularly within Albania with occasional overnight stays

How to apply:

Interested applicants must submit the following documents. All documents must be in English:

- 1) A cover letter (maximum 1 page) outlining your reasons for applying for this position
- 2) An up-to-date CV (maximum 4 pages in EU format)
- 3) A personal statement (300-500 words) about your relevant skills and experience related to this position, making specific reference to the Personal Specification section above

Please email your full application package with **Application for Project Officer (Employment Support) in the subject line** to helpinalbania@gmail.com by **midnight on 13 February 2023**.

Interviews will be held in the week commencing 27 February 2023. Help in Albania will only contact those applicants who have been shortlisted for interview.

Help in Albania embraces diversity in its hiring process, welcoming individuals of all religions, ethnicity, gender, and orientation to apply.

GDPR compliance

By submitting your application to Help in Albania, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.