

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

- Job title:** Project Officer  
**Job focus:** Social Services  
**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 income 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 social services programmatic area. The postholder will have specific responsibility for development of local social care support services in a newly established multifunctional community centre (MFCC) and in local communities. The postholder will work with a wide range of local stakeholders.

### **Main duties and responsibilities**

- Oversee the development of social care services in a MFCC and in local communities through mobile community-based services
- Support local staff working in MFCC
- Develop community participatory approaches in MFCC
- Develop capacity building programmes for municipal and local staff including provision of technical assistance & coaching
- Plan and organise project activities and related events
- Liaise with municipality departments, municipal units, and state institutions
- Oversee the beneficiary selection procedures and needs assessments processes
- Conduct monitoring & evaluation activities

### **Person specification**

#### **Qualifications**

- University degree in Social Work or similar subjects.

## **Experience**

- Experience of working as a social worker providing social care services is essential, ideally in a MFCC or a similar setting
- Experience of project implementation is essential, preferably for a civil society organisation
- Experience of working with vulnerable youth, women, families and/or communities is essential
- Experience of conducting needs assessments is desirable
- Experience of conducting research is desirable

## **Skills, knowledge, and 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 social care legislation, regulations & national social inclusion strategies
- 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 (400-500 words) about your relevant skills and experience related to this position, making specific reference to the Person Specification section above

Please email your full application package with ***Application for Project Officer (Social Services)*** in the subject line to [helpinalbania@gmail.com](mailto: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.