

Open Call - Project Coordinator

Position: Project Coordinator

Location: Tirana, Albania

Type of Contract: Full time

General information

Qendresa Qytetare is seeking for a potential candidate to join our team in the position of Project Coordinator for Youth and democracy programme.

Duties and Responsibilities:

- Execute the project activities according to the projects plan.
- Plan, monitor and implement project activities.
- Ensure that the objectives are achieved in accordance with the principles of the organization and donor.
- Coordinate meetings, activities and workshops in the field.
- Communicate with partners as outlined in funding agreements.
- Monitor the progress of the project and adjust as necessary to ensure the successful completion of the project.
- Write reports on the project for management and for contracting NGO partners.
- Be strongly committed and work collaboratively with QQ team, young activist and partner institutions.

Requirements Qualifications:

- Completed master's degree, preferably law or economy with at least 3 years of experience.
- Proven experience in project management.
- Fluency in English, both professional written and spoken.
- Proven experience or knowledge of the non-profit sector.
- Has the ability to establish effective working relations in a multicultural team environment and to cultivate productive relationships with Government partners and other donors.
- Excellent communication, presentation, and interpersonal skills.
- Excellent organizational skills, networking with youth and ability to prioritize tasks.
- Excellent computer and writing skills, including Microsoft Office.
- Able to work independently with little supervision

Application procedure:

Interested candidates must submit following application documents on qendresaqytetare@gmail.com /financa@qq.com.al with the subject "Project coordinator application" or in our office in close envelope at the address "Qendresa Qytetare, Street Ali Pashe Gucia, Flat.42, Floor.0, Tirane" and in a center of envelope with the subject "Project coordinator application".

- A curriculum vitae (CV).
- A motivation letter.

Applications will be accepted until the 21st of Decembre 2024!