

# Local Coordinator

**Employer:** Regional Development Agency 2-Tirana (RDA2)  
**Location:** Tirana and Dibra Region  
**Status:** Part-time (70% of regular weekly work)  
**Reference:** 1.1.1.2  
**Published on:** December 2017  
**Recruitment:** Immediately

## Background

The position is part of a two-year EU funded project supporting the development of Agriculture in Debar and Peshkopi as a driver to economic growth for both countries. The project is implemented by a regional partnership with Regional Development Agency 2-Tirana and Debar Municipality as a partners and Creative Business Solution as the lead partner. The project aims to strengthening the Agriculture SME's productive capacities and access to market, incentivize investments in modern technologies and increase of exports. As part of its interventions, the project will develop a cluster of agribusinesses in the cross border area that will be empowered through three components: **(i)** Certification of Agriculture Products and Provision of Tailored Trainings to enhance awareness on the importance of certifications; **(ii)** Preparation of accurate Application Packages for EU and other grant programs combined with capacity building trainings to increase funds absorption capacities; **(iii)** Integrated Consultancy Services for Marketing Strategies including branding, labeling and digital marketing.

## General Scope of the Position

Local Coordinator drives and coordinates strategic planning activities ensure results achievements. He/ she is responsible for the overall managging of the project activities carried out by RDA2, during the entire project implementation lifecycle. He/ she is responsible to coordinate all tasks to be accomplished ensuring on time completion while being familiar with modern productivity-management tools. Also, he/ she supports project members during the project events/activities preparation and ensures that projects goals are adequately managed during the implementation. The position acts as liaison or primary point of contact for lead partner, finance dept. and internal issues related to the project. Additionally, he /she provides narrative reports to the lead partner as needed.

## Duties & Responsibilities

- Coordinate, support and ensure that all activities related to project implementation and management are met;
- Contribute to project development and actively assist in the successful implementation of activities;
- Monitor and evaluate activities and provide narrative and data indicators reports as needed;
- Contribute to personal goal-setting and objectives in consultation with Project Coordinator;
- Ensures successful completion of critical aspects of deliverables with a hands-on organizational approach, including coordination and reminders through the team, drafting works plans etc.
- Effectively coordinates with external experts ensuring on-time delivery of the activities to be carried out; Complete plan reviews;



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- Highly knowledgeable about project implementation principles and practices,
- Initiate, monitor and provide ongoing oversight project activities;
- Complete all assigned documentation, reports and assignments in a timely manner;
- Monitor and Follow up with project timeline and following through on projects to successful completion;

### **Skills and Qualifications**

- Advanced university degree in economics, management or equivalent background; Master degree or additional qualifications are an advantage;
- At least 10 years of experience with projects management or equivalent;
- Strong knowledge and understanding of the project implementation activities,
- Team player determined to get things right and able to work harmoniously with colleagues.
- Capable of analyzing issues and reaching creative solutions within the project;
- Demonstrates the ability to participate as an active member of a work team;
- Demonstrates the ability to communicate effectively both verbally and in writing
- Must have proven organizational skills. Must be able to independently prioritize
- Must have exceptional interpersonal skills;
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point);
- Proficient command of English skills both writing and speaking

### **How to Apply:**

Qualified and interested applicants should submit by e-mail at [info@rda2tirana.org.al](mailto:info@rda2tirana.org.al) a current resume accompanied by a cover letter no later than **January 10, 2018**, by including “Local Coordinator - IPA CBC Project” in the subject line.

### **About RDA2**

Regional Development Agencies are the new institutions deriving from the territorial reform reporting directly to the Albanian Prime Minister office being in charge to drive economic development of the regions. The Regional Development Agency 2 Tirana has the role of expert institution for the implementation and achievement of development policy objectives for Tirana region (Tirana, Durresi, Dibra). It contributes to harmonization and integration of economic, social and environmental factors for an equitable development through: (i) Encouragement of a much broader pattern of cooperation; (ii) Establishment of public-private partnerships of common development interest; and (iii) Establishment of inter-local, inter-regional and cross-border networks. It aims at establishing partnerships with diverse stakeholders and aligning Albania's Regional Development policy with the Regional policy of the European Union. The objective is to fully use the potentials of all territories and available resources, including EU pre-accession and post-accession funds.



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