

Project Development Specialist (PDS) – Job Description

Location: Tirana

Status: Full Time

General Scope of the Position

CBS Creative Business Solutions is seeking a highly motivated, energetic, creative and out-of-the-box thinking individual with the talent to become a PDS. The position, which is ultimately responsible for developing new projects, includes identification of new opportunities, research and analysis, customer analytics, project intelligence and early draft concept proposals. PDS reports to New Business Development Director and interacts with various product lines as project opportunities arise.

Duties & Responsibilities

- Responsible for meeting individual Business Development goals. Actively contributing into new business development portfolio and able to deliver progress with new project tracking indicators;
- Strong contribution into brainstorming sessions; expected to generate innovative ideas to be used as a basis for the development of new projects and products;
- Collaborate with the whole project development team, contributing to the entire new products' and projects' lifecycles;
- Participate in the collection, analysis, and review of research and evaluation data. Develop simple research reports interpreting the findings in support of project activities; conduct literature reviews to support projects and proposals;
- Coordinate efforts within the team and with outside stakeholders efficiently;
- Contribute to the process of drafting of winning proposals by applying analytical research (e.g. market or sector research), client intelligence gathering technique and creative conceptualization;
- Provide strategic recommendations to meeting CBS's new business objectives;
- Collaborate with current project teams to design and improve products with differentiated value;
- Demonstrate commitment to clients' needs and confidentiality continuously;
- Communicate with external ICT partners on topics related to web product development.

Education and Experience Requirements

- Bachelor degree or currently pursuing a degree in Communications, Computer Science, Design, Economics; EU studies or other related social science fields will be considered. Study abroad experience would be considered as an advantage
- Proficiency with the Microsoft Office Suite or the equivalent (word processing, spreadsheets, presentation software) as well as design and video-editing software such as Adobe Illustrator or Photoshop, Final Cut Pro or equivalents
- Excellent working knowledge of English and Albanian
- Prior project developing and/ or writing would be considered a plus
- Prior experience working in a start-up or with new business development would be considered a plus
- Candidates with subject-matter expertise in at least two of the following areas are desirable: information technology management, software development, marketing and advertising strategies, proposal development, project management and business and market research
- Possess excellent communication skills and the ability to work with all levels of internal and external customers
- Excellent writing and presentation skills
- Strong organizational and time management skills
- Able to conduct research quickly and efficiently
- Highly motivated with a strong work ethic
- Reliable, trustworthy, and committed to the team's success
- Outstanding organizational skills and ability to prioritize tasks
- Able to thrive in a high-volume, deadline-driven work environment
- Able to apply creative thinking to the tasks given
- Driver's License and driving experience

About CBS

Creative Business Solutions (CBS) is an economic development organization with consulting and project implementation expertise in Tourism, Agriculture, Access to Finance, Green Energy etc. CBS partners with international donors to implement development projects primarily relating to access to finance, tourism, and agriculture. The organization works with highly qualified partners to develop technology-oriented products including Agroweb.org, LORES, AGIS, IntoAlbania.com, IntoAlbania app.

Application:

Interested applicants should submit a brief cover letter and a current resume before **December 28, 2018** to info@cbs.al and include "Project Development Specialist" in the subject line.