

**Support to Food Safety, Veterinary, and Phytosanitary Standards, Albania**  
**(Contract: 2018/403-625)**

## **Project Driver**

<b>Employer:</b>	CBS Creative Business Solutions
<b>Location:</b>	Tirana
<b>Type:</b>	Fulltime
<b>Expected Duration:</b>	45 months
<b>Ref. Number:</b>	1.1.2.3

### **Background**

The Project Driver will provide transport and logistics support to the implementation team for the 4-year European Union grant-funded project to support strengthened 'Food Safety, Veterinary and Phytosanitary' controls in Albania. The project is being implemented by an experienced international partnership led by the Food Safety Authority of Ireland (FSAI) and three Co-Applicants - the Irish Department (Ministry) of Agriculture, Food and the Marine (DAFM), the Finnish Food Safety Authority and the local partner Creative Business Solutions (CBS). The Overall Objective of the project is *'To establish institutional and administrative capacities in line with the overall public administration reform agenda to ensure improved protection of human, animal and plant health, support agri-food industry competitiveness, enhance environmental protection and facilitate progress towards EU accession.'* The project will work to achieve three major results within the food safety, veterinary and phytosanitary system in Albania: (i) Organisational reform and strengthened human resource development; (ii) Public awareness and communication regarding food safety; (iii) EU *Acquis* adoption and strengthened policy implementation capacity.

As the national registered entity within the FSAI-led grant partnership, the successful candidate will be employed by CBS under Albanian national employment legislation.

### **General Scope of the Position**

The 'Project Driver' will take responsibility for the mobility of the project team and care of the project car. High standards of professionalism, a courteous disposition and a commitment to ensure passengers are transported comfortable and in a safe manner to project meetings, events and site visits in Tirana and nationally.

### **Duties & Responsibilities**

- Take responsibility for the project car and transport arrangements;
- Timely transport of national and international experts to meetings and events;
- Airport pick-ups and meeting incoming and departing experts;
- Deliver and collection of packages and assist with postage to clients and stakeholders;
- Conduct small purchases for office supplies;
- Ensure that the project car is clean, fuelled and serviced at all times. Coordinate car servicing and repair with the Project Office and Administration Manager;

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- Ensure car documents are in-order that the car complies with all legal requirements and liaise with Project Office and Administration Manager or renewal of all relevant certificates and permits;
- Plan transport around Tirana and Albania to ensure optimum route selection;
- Maintain project log-book and report any anomalies to the Project Office and Administration Manager;
- Perform other logistic and operational support tasks as per project requirements.

### **Skills and Qualifications**

- Fully licenced and experienced driver who has working in a project/international environment;
- Clean driving record with no outstanding endorsements or penalties;
- A patient and safe driver who will transport people in a manner that instils confidence and remains well within both national speed limits and road conditions;
- Willingness to anticipate transport needs and plan for parking;
- Communicative and clear with regard to times, estimated times of arrival and potential delays;
- Good knowledge of street addresses in Tirana and major towns and cities outside of Tirana;
- Some command of English language both writing and speaking would be an advantage.

### **How to Apply**

Interested applicants should submit a short description of experience by **22/02/2019** to [info@cbs.al](mailto:info@cbs.al) and include 'Project Driver' in the subject line. CBS recruits on an equal opportunities basis.

### **About Food Safety Authority of Ireland**

The Food Safety Authority of Ireland (FSAI) was established under the Food Safety Authority of Ireland Act, 1998. This Act was enacted in July 1998 and came into effect on 1st January 1999. The principal function of the Food Safety Authority of Ireland is to protect consumers by leading a collaborative food safety community to continuously raise food standards and create a culture of excellence. The Authority is a statutory, independent and science-based body, dedicated to protecting public health and consumer interests in the area of food safety and hygiene. It comes under the aegis of the Minister for Health. ([www.fsai.ie](http://www.fsai.ie))

### **About Finnish Food Authority**

The Finnish Food Authority works for the good of humans, animals and plants, supports the vitality of the agricultural sector, and develops and maintains information systems. The Authority operates under the Ministry of Agriculture and Forestry, and its head office is located in Seinäjoki. Authority employs almost one thousand experts and professionals in 20 locations. It promotes, monitors and studies the safety and quality of food; the health and wellbeing of animals; plant health; fertiliser products, animal feeds and plant protection products: (<https://www.ruokavirasto.fi/en/about-us/>)

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### **About CBS**

Creative Business Solutions (CBS) is a business consulting and project implementation organization. It implements development projects in Albania with a spill-over effect in the Western Balkans. CBS has established expertise in Agriculture, Access to Finance, Technology, Green Energy and Tourism etc. It employs more than 35 professionals through a head-office in Tirana and four local branches covering all geographic areas of Albania. CBS partners with international donors including USAID, Sweden, EU, and other international partners. ([www.cbs.al](http://www.cbs.al))