

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

Office and Administration Manager

Employer:	CBS Creative Business Solutions
Location:	Tirana
Type:	Fulltime
Expected Duration:	24 months
Ref. Number:	1.1.2.2

Background

The Office and Administration Manager will work as part of the implementation team for the European Union grant-funded project to support 'Food Safety, Veterinary and Phytosanitary' 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 'Office and Administration Manager' will be responsible for planning and coordinating administrative procedures and systems and devising ways to streamline processes. He/she will maintain a consolidated calendar of project events, deadlines, incoming missions and other time-sensitive deadlines. The selected candidate will contribute to task planning and management, taking particular responsibility for management of documents, correspondence, keeping an up-to-date contact list, preparation of meetings, agenda, and papers including organisation of Project Steering Committee meetings, drafting minutes and related tasks. The selected candidate will also play an important role in project procurement activities, ensuring compliance with EU and national law, maintaining records of procurement procedures, contracts and liaising with the finance team on timesheets, invoices, contracts and related documentation. The role will also involve coordination of work permits and any necessary visas, travel and accommodation arrangements and processes. This is an Internal Position and reports to the project Team Leader.

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Duties & Responsibilities

- Manage project communications, maintain a consolidated project calendar and contact lists;
- Be the first point of contact regarding general project enquiries and relay these through the Team Leader to ensure professional and timely follow-up;
- Liaise with implementing partners in Dublin, Finland and Albania, including the EU Delegation and carry out office and administration tasks;
- Assist the Team Leader in the preparation of project plans, monitoring progress and the preparation of reports;
- Remain up-to-date on project activities, participate in key events and ensure excellence in project planning and delivery;
- Support the set-up, organisation and management of the project Steering Committee in relation to meeting schedules, invites, attendance, preparation of agenda, taking/drafting/circulation of minutes and agreed follow-up tasks;
- Ensure high level of organisation with regard to expert travel plans, organisation of flights, cars, briefing documents and accommodation;
- Ensure project records with regard to all procurement activities and contracts are kept up-to-date and are comprehensive. Liaise with finance department in relation to staff timesheets, expert input, reports and supporting documentation;
- Maintain an asset register of project equipment and ensure maintenance schedules are in-place and followed;
- Assist the Team Leader in the preparation of project technical, administrative and financial reports and preparation of statistical tables;
- Translation of technical documents including EU and Albanian legislation (English/Albanian);
- Organise virtual meetings and training sessions as necessary between local institutions/agencies, national and international experts;
- Other office and administrative tasks that may be required for the smooth delivery of the project's work activities;
- Be willing to travel outside of Tirana in support of project activities.

Skills and Qualifications

- Advanced university degree in economics, management or equivalent background; Master's degree or additional qualifications are an advantage;
- At least 5 years of experience with project management or equivalent; EU projects preferably;
- Team player determined to get things right and able to work harmoniously with colleagues;
- Highly professional, calm and courteous under pressure, diplomatic;
- Ability to work credibly and respectfully across senior experts, colleagues, senior government staff and leaders;
- Demonstrates the ability to communicate effectively both verbally and in writing and to apply good judgment in the context of assignments given;
- Understanding of agriculture and food industry in Albania would be an advantage;
- Proven organisational and interpersonal skills required. Must be able to operate independently and prioritise effectively;
- Highly proficient in Microsoft Office (Outlook, Word, Excel, and Power Point);
- Excellent command of English language both written and verbal.

This action is funded by the European Union and is implemented by the Food Safety Authority of Ireland in partnership with the Irish Department of Agriculture, Food and The Marine, the Finnish Food Safety Authority and Creative Business Solutions (CBS), Albania.

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How to Apply

Interested applicants should submit a brief cover letter and a current resume before **5pm on Thursday, 31st December 2020** to info@cbs.al and include 'Office and Administration Manager' 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)

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. The 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/>)

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)