



Project Assistant ECORYS South East Europe

Location: Tirana

Ecorys is a leading international research and consultancy company, specializing in economic, social and spatial development. We have been bridging science and practice for 90 years. We help, independently, public and private clients with thorough analysis, inspiring ideas and practical solutions for complex market, policy and management issues. The European Commission is one of our main clients. Ecorys employs approximately 550 in-house professionals. We are an employee-owned company and our mission is to support our clients to make and implement informed decisions leading to a positive impact on society. Please refer to our website www.ecorys.eu for further information about us.

THE ROLE:

An Ecorys led consortium has been commissioned by EUD Albania to manage EU for Albania Communication Services. The purpose of the project is monitoring and compliance review for the implementation of the employment, VET and social protection reforms and the Sector Reform Contract programme, to support the data/information compilation, fact-finding and documentation to inform decisions on tranche releases.

To support this programme we are seeking for a **Project Assistant** who will:

1. Assist with timely and correct administration of client approvals
2. Provide support with regular update of financial and administrative data, logistical and administrative support to the Expert Team, including:
 - o Management of project accounts,
 - o Management of diaries and events (briefings, workshops, meetings etc),
 - o Financial reporting covering invoice preparation for incidental expenditure (workshops, events translations, media buying, travel printing etc),
 - o Development and maintenance of project data/document base, and
 - o Preparation of materials for project events.
3. Regular collection of relevant data and information, related to the project subjects prior and during missions of the core team of experts
4. Interpretation/translation on case by case basis on documents not larger than 20 pages or during meetings (if necessary).

Expertise Required:

- Level of education corresponding to at least 3 years of completed University studies relevant to the duties and attested by a diploma or, alternatively, relevant professional experience of min. 3 years.
- At least 3 years of professional experience.
- Fluency in (written) **English (C1/C2 level) and Albanian** (C1/C2 level or native).
- Proactive and problem-solving attitude.
- Good knowledge of EU international cooperation and development topics.
- Ability to work and communicate effectively in a multicultural environment, and a team player.

CONDITIONS:

- *Start date: **As soon as possible***
- *Type of contract: **full time (up to 40 hours/week; flexible)***
- *Period of the contract: **14 months***
- *Trial period: **3 months***

HOW TO APPLY:

Interested candidates are invited to submit their electronic CV at: ardian@mdaalbania.com until 1 October 2024, 17:00 hours local time.

Only shortlisted candidates will be informed.