

NOTICE OF JOB VACANCY

PROJECT SPECIALIST FOR THE PROJECTS OFFICE

Position: Project Specialist for the Projects Office

Typology: Full-time Start date: March 2024 Application deadline: 26/02/2024

About UMT

The University Metropolitan Tirana is a university certified by MAS consisting of three faculties: the Faculty of Engineering and Architecture, the Faculty of Economics and the Faculty of Computer and IT Sciences.

Classified as one of the best universities in Albania, special importance has recently been given to the creation of an enterprise ecosystem, pedagogical innovation as well as the structuring of scientific activities around doctoral schools in collaboration with institutions and colleagues from Europe and the USA .

Vacant position

University Metropolitan Tirana is looking to recruit a Project Specialist for the Projects Office

The main criteria to apply for the position are as follows:

1. A Master's degree in a STEM field, or relevant experience, will be preferred.
2. Previous proven experience of relevant work in project management support role or similar position, will be highly appreciated.
3. Fluency in English is required (oral + written). Other languages will be considered as a plus.
4. Soft skills: good interpersonal skills, analysis and problem solving skills; orientation towards teamworking, ability to plan/organise work.
5. Previous Experience with European Funds (Erasmus, Horizon 2020, Interreg, etc.) appreciated.

Application

Candidates must send the following documentation in electronic format:

- CV (Curriculum Vitae)
- Motivation letter

Applications must be submitted by e-mail to humanresources@umt.edu.al

After selection, only short-listed candidates will be contacted.