

Vacancy Announcement, Project Officer– Senior Level

Position Title: Project Officer -Senior Level

Duty Station: Tirana/University Metropolitan Tirana

Contract Type: Full-time

Reporting to: Project Office Director/Vice Rector for Innovation, Entrepreneurship and Startups

1. Background

Established in 2010, the University Metropolitan Tirana is a forward-looking institution that places education at the core of sustainable economic and social development. Comprising three faculties - Engineering and Architecture, Computer Science and IT and Economics. UMT is dedicated to nurturing young professionals who not only meet market demands but also play a strategic role in fostering economic growth. UMT actively contributes towards this goal through the implementation of national and international projects within its areas of expertise. By cultivating an environment that brings together academia, researchers, professionals, and students, UMT aims to foster an evolving process of success in tackling scientific and professional challenges

2. Key Responsibilities

The Senior Level Project Officer will play a crucial role in ensuring the effective implementation of project activities. This includes managing and coordinating project workflows, ensuring compliance with EU project standards, and fostering effective collaboration between stakeholders.

The officer will:

- Draft project proposals, providing project planning, ensuring alignment with institutional objectives and donor requirements.
- Oversee day-to-day operations of project implementation, ensuring timely and efficient execution of activities.
- Facilitate communication between partners, donors, and other key stakeholders to ensure project success.
- Monitor project progress and contribute to performance evaluations by collecting and analyzing relevant data.
- Identify potential risks and challenges, proposing mitigation strategies to ensure project sustainability.
- Ensure proper documentation and reporting, maintaining transparency and accountability in all project activities.
- Support capacity-building initiatives by organizing training sessions and knowledge-sharing activities for project staff and stakeholders.
- Contribute to the continuous improvement of project methodologies and processes to enhance overall impact.

- EU project implementation, administrative procedure, reporting, project writing, and coordination.

3. Qualifications and Experience

- Master's degree in project management, Administration, International Development, Social Sciences.
- Minimum 5 years of experience in project management, preferably in the European Commission and other international donors' projects.
- Experience in coordinating multi-stakeholder projects and liaising with government institutions, NGOs, and international organisations.
- Strong knowledge of project management methodologies and tools.
- Familiarity with donor-funded projects and reporting requirements.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficiency in English and the Albanian language.
- Strong computer skills, including MS Office, project management, and data analysis tools.

4. Key Competencies

- Strong analytical and problem-solving skills.
- Ability to manage multiple tasks and deadlines effectively.
- High level of professionalism, integrity, and accountability.
- Commitment to organizational values and goals.
- Adaptability and willingness to travel as needed.

5. Application Process

Interested candidates should submit their CV, cover letter, and two references to projectoffice@umt.edu.al by **November 16, 2025**

Only shortlisted candidates will be contacted for interview