

## **Vacancy Announcement – Project Officer (Junior Level)**

Position Title: Project Officer – Junior Level

Duty Station: Tirana / University Metropolitan Tirana

Contract Type: Full-time

Reporting to: Project Office Director

### 1. Background

Established in 2010, the University Metropolitan Tirana (UMT) is a forward-looking institution that places education at the core of sustainable economic and social development. With three faculties – Engineering and Architecture, Computer Science and IT, and Economics – UMT is committed to preparing young professionals who meet labor market needs and contribute to economic growth.

UMT actively implements national and international projects and offers an excellent environment for young professionals to develop their skills in project management and coordination.

### 2. Key Responsibilities

The Junior Project Officer will support the implementation of project activities under the guidance of senior staff. The role is suitable for early-career professionals seeking to gain hands-on experience in EU and donor-funded projects.

The officer will:

- Support the planning and implementation of project activities in line with project objectives and donor requirements.

- Assist in day-to-day administrative and operational tasks related to project implementation.
- Support communication and coordination with project partners and internal stakeholders.
- Contribute to monitoring project progress by collecting data and supporting reporting activities.
- Assist in preparing documentation, reports, and project files to ensure proper record keeping.
- Support the organization of meetings, training sessions, and dissemination events.
- Contribute to basic project writing and administrative procedures related to EU and other donor-funded projects.

### 3. Qualifications and Experience

- Bachelor's degree (or Master's degree in progress) in Project Management, Administration, International Relations, Social Sciences, or related fields.
- Up to 2 years of experience in project support, internships, or administrative roles.
- Basic understanding of project management concepts.
- Good organizational and communication skills.
- Proficiency in English and Albanian.
- Good computer skills, including MS Office.

### 4. Key Competencies

- Motivation to develop professionally in project management.
- Attention to detail and good time-management skills.
- Willingness to learn and work as part of a team.
- Professional attitude and commitment to organizational values.

## 5. Application Process

Interested candidates should submit their CV and cover letter to [humanresources@umt.edu.al](mailto:humanresources@umt.edu.al) by February 27th.

Only shortlisted candidates will be contacted for an interview.