

COSPE in the framework of the Project “*Culture for Future- Renovation of the Cultural Palace of Kukës, as a new multifunctional space for Global Citizenship Education and Green Opportunities for Youths*”, implemented in partnership with the Kukes Municipality to contribute to assure eco-sustainable opportunities of social, cultural and economic inclusion of persons, especially youths, and financed by the Italian-Albanian Debt for Development Swap Program, is seeking qualified candidate as:

1. Education Co-coordinator

Contract type is with duration for 5 months. The Education Co-coordinator, will be based in Kukes and/or in Shkoder, in the premises of the COSPE office.

Key tasks

- Coordinate the project activities in line with the project and with the IADSA Program Regulations in collaboration with Kukes Municipality;
- Coordinate the organization of the COSPE project activities in Kukes Municipality;
- Coordinate and organization of the training to be carried out by COSPE in Kukes Municipality;
- Prepare periodic reports relating to the progress of the project as foreseen in the Partnership Agreement;
- Permanent coordination with the project manager, the financial manager and the other project staff;
- Participate in periodic meetings with the project team as foreseen in Partnership Agreement;
- Coordination activities with the Financial Manager to take care about the financial report and updated;
- Perform any other necessary duties as assigned by COSPE;
- Participate in meetings, and workshops related to the IADSA Program when required;

Eligibility Requirements, Qualifications and Experience:

- University Degree in Education, Social Sciences, Natural Sciences, Human Sciences, Communication or other relevant fields;
- Minimum of 3 years of working experience in project management and administration, in particular in the preparation of reports, organization and monitoring activities;
- Minimum of 3 years of working experience in education, facilitation and co-ordination of participatory processes;
- Previous working experiences for projects implemented in accordance with EU procedures will be considered an asset;
- Advanced level of written and verbal Albanian and English language;
- Good knowledge of written and verbal Italian will be considered an asset;
- Capacity in the usage of computers and office software packages (MS Word, Excel, PowerPoint, etc.)

- Good communication, interpersonal skills and ability to work in group

The closing date for applications is: 30/01/24 (electronic application is mandatory)

- If you meet all the eligibility requirements and criteria and have the commitment to take on these responsibilities, please send your CV in the EU format (Europass):

2. Administrative assistant

Contract type is with duration for 5 months. The Education Co-coordinator, will be based in Kukes and/or in Shkoder, in the premises of the COSPE office.

Key tasks:

- Support COSPE staff to develop budget projections and to manage the financial project activities and budget;
- Support COSPE staff in the administrative, financial and fiscal management of (Taxes, VAT, Social Security) according to the legal basis of the country;
- To assure the effective and efficient management of the project's administrative management, in collaboration with COSPE staff and in co-ordination with the Municipality of Kukes (Lead of the project);
- To collect, verify and process all financial documents related to procurement procedures; technical check of invoices to verify that VAT exemption procedure is respected;
- Maintenance of financial data records (costs incurred, forecast budget, funds remaining);
- Archiving all relevant documentation both, electronically and/or hard copy
- Participation in procurement processes and subcontracting procedures including preparation of related financial documentation;
- Management of project budget, i.e.: monitoring available funds, controlling expenditure eligibility;
- Contribute to the preparation of the financial reports according to donors rules;

Eligibility Requirements, Qualifications and Experience:

- University Degree in Economics, Accountancy, Finance, Business Administration;
- Minimum of 3 years of working experience in financial management and administration, in the preparation of financial reports and monitoring budget expenditures;
- Previous working experiences in the financial management of projects implemented in accordance with EU procedures will be considered as an asset;
- Advanced level of written and verbal Albanian and English;
- Extensive experience in the usage of computers and office software packages (MS Word, Excel, PowerPoint etc)

- Good communication, interpersonal skills and ability to work in group;

The closing date for applications is: 30/01/24 (electronic application is mandatory)

If you meet all the eligibility requirements and criteria and have the commitment to take on these responsibilities, please send your CV in the EU format (Europass: <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae>) and a motivation letter both in English to: albania@cospe.org stating Vacancy Ref.: COSPE/IADSA/2025/

In the CV for each work assignment it is mandatory to indicate exactly the start and end dates (month / year), the position held and the employer.

Failure to meet any of the eligibility requirements and criteria means an automatic exclusion from the selection procedure. Only applicants with nationality will be considered for the vacancy. For any additional information you can contact COSPE Albania, by email to the above specified email address.

For both vacancies, only short-listed candidates will be contacted for interview. The selection commission will verify during the interview(s) whether short-listed candidates comply with the requirement of an advanced knowledge of Albanian and English. Appointment to the post shall only take effect on condition that the selected candidate will submit certified copies of the university degree and employment certificates which demonstrate that the candidate meet all the eligibility requirements and criteria above specified.

The project “*Culture for Future-Renovation of the Cultural Palace of Kukës, as a new multifunctional space for Global Citizenship Education and Green Opportunities for Youths*” in brief:

The project “*Culture for Future- Renovation of the Cultural Palace of Kukës, as a new multifunctional space for Global Citizenship Education and Green Opportunities for Youths*” aims at contributing to assure **eco-sustainable opportunities of social, cultural and economic inclusion of persons, especially young man and women**, living in vulnerable conditions (Overall Objectif) by rehabilitating and re-activating the Cultural Center of Kukës as a multifunctional space for Global Citizenship Education and Green opportunities for Youths living in the Municipality and the whole Kukës Prefecture. All kinds of activities offered and organized inside the Cultural Center, will contribute to increasing social inclusion since they are thought to be accessible for all generations and different social groups.