

Job Title: PROJECT MANAGER

Job Type: Full-time

Location: Tirana Albania

ORGANIZATION:

Albanian Center for Population and Development (ACPD) is a non-for-profit organization, established in January 1993, which works for improvement of policies, legislation, the right of information and services for issues concerning population and development, and health issues including reproductive health.

POSITION DESCRIPTION

The project manager is responsible for providing program operations and management support for specified ACPD programs. S/he helps manage project operations, administration, finances, and logistics, and liaises directly with staff, partners and donors. The project manager assists with the design and development of project management systems. The project manager works on developing and monitoring project scopes of work, budgets, and timelines. The project manager reports to the Executive Director and finance officer and learns about all aspects of the projects in order to provide support, including annual work plans, budget development, and monitoring. S/he is expected to work independently with limited supervision.

PRIMARY RESPONSIBILITIES

- Oversee the development of the organization's programs;
- Evaluate the feasibility of grant proposals and organizational capacity to achieve proposed objectives, and develop written funding recommendation for submission to Executive director;
- Write reports and analyses of programmatic activities;
- Support the preparation of the programs budget;
- Oversee administrative duties within the programs team including database management and grants administration;

MANAGING REPSONSIBILITIES

- Write reports and analyses of programmatic activities;
- Manages all aspects of grant programs including grant program oversight and administration, grant application/proposal review and processing; oversee grant program evaluation and prepare reports and other duties as needed;
- Assist with the development of strategic partnerships;
- Conduct research, compile data and prepare reports for consideration and presentation to the Executive Director and Board of Directors;

- Manage and produce program content on website as needed;
- Strengthen ACPD's networking with other donors, foundations, women's and other relevant organizations to develop grant making and programmatic partnerships and collaborations;
- Identify communications opportunities and strategies to raise awareness about ACPD;
- Supervise staff, volunteers and other support personnel;

FINANCE RESPONSIBILITIES

- Assist finance and programmatic officers to keep track and reconcile actual and committed project expenditure;
- Contribute proactively with the project coordinator and the finance team in improving programmer finance systems and procedures;
- Ensure that grant invoicing, reporting and audit requirements have been met;
- Assist in developing and monitoring annual work plans and budgets, as well as associated deliverables and results/outputs, assist with financial grant audit;
- Prepare project contract documents (subcontracts, sub-agreements, purchase orders, and Memoranda of Understanding) as requested;
- Oversee all domestic and international project-related travel processes;
- Work closely with finance officer to develop, monitor, track and analyze annual, quarterly and monthly expenditures compared to project budget. Ensure that project budget projections are accurate and expenditures are properly tracked, including accruals;
- Review expense reports, cash requests, and reports;
- Ensure various program funding mechanism rules and regulations are followed according to donor and lead partner expectations;
- Support the programme team on any other relevant financial management issue;

EDUCATION/EXPERIENCE REQUIREMENTS

- A Master's degree in administration or economic or related field with a minimum of 2 years of program management experience;
- Experience in finance, administration, and management, developing and tracking budgets, logistics and operations;
- Exceptional attention to detail and organizational skills as demonstrated in at least 2 years of professional experience;
- Good knowledge of financial processes including allocation of project costs and apportionment of cost recovery;
- Experience with EU, UN, and other national and international donors;

- Strong oral and written communication skills, including editing skills. Proficient in Microsoft Office software including Word, Excel, and PowerPoint;
- Fluency in a foreign language is desirable, especially English;
- Comfortable working in teams as well as acting independently in the implementation of specific tasks, prioritizing, working under pressure and meeting deadlines;

We welcome all interested candidates to send their applications:

1. CV
2. Letter of motivation
3. 2 Letter of References

to the email address info@acpd.org.al