

**VACANCY N.5 /2011 IN FOREIGN COUNTRIES FOR PROJECT ASSISTANT
IN THE FRAME OF THE PROJECT “CHERPLAN – ENHANCEMENT OF CULTURAL HERITAGE THROUGH
ENVIRONMENTAL PLANNING AND MANAGEMENT”**

In the framework of the project CHERPLAN financed by the South East Europe Programme, INFORMEST is supporting the Autonomous Region Friuli Venezia Giulia – Central Directorate for rural resources, agro food and forest resources in the management of the 10% partner - Ministry of Culture, Tourism, Youth and Sports of Albania, budget and activities.

Informest is recruiting a Project Assistant to work on a local level in the above described frame.

All qualified candidates are encouraged to apply to the above-mentioned position.

INFORMEST will publish on the website the results of the selection.

Further information are provided here below:

1. INSTITUTION :

INFORMEST

Via Cadorna, 36 - 34170 GORIZIA

Tel: 0481/597411 – Fax: 0481/537204

E-mail: area.progetti@informest.it

Website: www.informest.it

Contact person: Sandra Sodini – Director of Economic Cooperation Department

2. Job profile:

Project Assistant

3. Duration:

Duration of the assignment: 24 months

Part-time

4. Deadline for submission of the application:

27th December 2011 - 13:00 (Central European time)

5. Location

The operational base for the activities implementation will be Tirana (Albania). If/when needed meetings out of Albania will be decided accordingly with INFORMEST.

6. Main activities and tasks:

The Project Assistant main activities and tasks are:

- Assistance to the Ministry of Culture, Tourism, Youth and Sports of Albania in the CHERPLAN activities implementation;
- Assistance to the Ministry of Culture, Tourism, Youth and Sports of Albania in any financial/administrative issue related to CHERPLAN;
- Drafting of the partner report (collecting and enclosing also all the relevant documents/justifications);
- Assistance to the Ministry of Culture, Tourism, Youth and Sports of Albania in the organisation of the final CHERPLAN conference
- Support to the contacts between INFORMEST and the Ministry of Culture, Tourism, Youth and Sports of Albania in the activities
- Any other activity related to the project successful implementation, as foreseen by the partnership agreement and subsidy contract

7. REQUIRED COMPETENCES:

Qualification and skills

- University Degree Higher education and superior language certificates
- Fluency in written and spoken English and Albania
- Knowledge of Italian language is considered an asset
- Team management skills
- Excellent organisational and interpersonal skills
- Analytical skills and ability to work under time pressure
- Flexibility and reliability

General professional experience

- at least 5-year experience in project management;
- good knowledge about EU Transnational Cooperation Programmes;
- good knowledge of the socio economic and political structure in Albania
- Advanced PC skills (MS Office, particularly MS Excel, MS Word, MS Project and MS Power Point,

Specific professional experience

- experience in projects financed by the South East Europe Programme
 - at least 1 project already implemented with the Ministry of Culture, Tourism, Youth and Sports of Albania
 - experience in project financial and activity report

8. APPLICATION FORMAT AND DETAILS TO BE PROVIDED

Application must be submitted using the forms available at the following internet address:

<http://www.informest.it/lavora-con-noi/avvisi-posizioni-estero.aspx> together with

1. The requests of participation, duly signed, demonstrating possession of the requirements as per above using the request for participation form published on the vacancy announcement page and forming an integral part of the present notice, enclosing also a copy of a valid identity card or passport;

2. Curriculum Vitae (Euro pass format) .

(<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/EuropassCV/CVTemplate.csp>)

9. HOW APPLICATIONS MAY BE SUBMITTED

Application must be submitted exclusively using the following language: English, by:

- fax +39 0481 537204,

- email, asking for a confirmation of receipt informest@informest.it,

and either by recorded deliver (official postal service) or hand delivered (including courier services) directly to INFORMEST, via Cadorna 36, 34170 Gorizia (Italy).

The subject line "CHERPLAN Project-SEE" must be clearly marked on the envelope/e-mail/fax containing the application form.

Any application received after this deadline or incomplete will not be considered

10. SELECTION CRITERIA

The selection criteria is based on the comparison of CVs.

If more than 3 candidates meet the above mentioned criteria an interview will be organized at Informest Headquarters (Gorizia, Italy).

The exact date and time will be communicated directly to the candidates.

Date: 15th December 2011

Signature:

A handwritten signature in black ink, appearing to be "S. Di".