



QENDRA PER EFICIENCEN E ENERGJISE SHQIPERI-B.E.
THE ALBANIA-EU ENERGY EFFICIENCY CENTRE
Adresa: Bulevardi "Gjergj Fishta", Nr. 10, Tirane
Tel: + 355 4 2233 835 & Fax: + 355 4 2233 834
E-mail: info@eec.org.al
Website: www.eec.org.al

VACANCY ANNOUNCEMENT

The Albania-EU Energy Efficiency Centre (EEC) is a specialized institution in Albania working since 1995 in the fields of Promotion of the Efficient Use of Energy and Exploitation of Renewable Energy Resources.

Currently, Albania-EU Energy Efficiency Centre is seeking for a: **Project Coordinator**

Duties and responsibilities:

- The Project Coordinator will work under the supervision of the Director.
- He/she will be in charge of day to day coordination of all project activities.
- He/she will closely support the Director in implementation and financial management of all the projects.
- The Project Coordinator will assist the Director in seeking contracts for new projects in the EE & RES fields and other fields, and in preparing the necessary proposals.
- The Project Coordinator will co-operate fully with the other members of staff as necessary for the smooth operation of the Centre.
- Other tasks as assigned by the Director.

Qualifications and requirements:

- University degree in one of the following: mechanical, electrical or environmental engineering, and preferably further education in the field of energy.
- At least five years of project planning and implementation experience.
- Excellent communication and presentation skills.
- Project and events management skills.
- Ability to work independently.
- Ability to work responsibly under time pressure and in complex situations.
- Excellent written and spoken English language.
- Computer skills, including MS Office.
- Preparedness to travel within Albania, when required.

All interested candidates can apply by e-mail to ehido@eec.org.al by sending a detailed CV, a letter of motivation and at least one letter of reference in English (only English-language applications will be considered).

Deadline for applications: **July 01, 2013.**

Please note that only short-listed candidates will be contacted for interview.

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