Job announcement for an Office Manager for the Prespa Ohrid Nature Trust

The Prespa Ohrid Nature Trust (PONT) is a foundation under German Law working to support the Protected Areas (PAs) and Environmental Actors (EA) of the Wider Prespa Area in Greece, fYR of Macedonia and Albania. PONT is in the process to establish a Regional Program Office (RPO) in Tirana to start developing its grants program. PONT will work in partnership with the government and other stakeholders to provide support through a framework of grants for conservation and sustainable natural resource management. We are seeking a qualified individual to act as an Office Manager to assist the PONT Executive Director to develop the set-up and management of the Regional Program Office. For more information please visit us at: www.pont.org

Position title: Office Manager (Albania)
Hours: Full-time position
Location: Tirana
Salary: Commensurate with required experience and qualifications
Time frame: Initially 1 year (with the possibility of extension depending on the operations of the RPO)
Probation period: Three months

Roles and Responsibilities:
In close cooperation with the Executive Director (ED) and the Nature Trust Alliance in Frankfurt to coordinate all aspects of PONT local activity in the region:

- Coordination of relations with the governments (via the Ministry of Environment) and other regional stakeholders;
- Set-up of the Regional Program Office (RPO) in Tirana including the renting of an office and organizing all utilities such as telecommunication, Wi-Fi, furniture, IT-support, etc. and the contract management thereof;
- Developing local policies and rules relating to administrative procedures in accordance to PONT operations manual to ensure a good functioning of the RPO. It is important for the office manager to advice on uniform policies in line with local legislation (e.g. VAT refund procedures);
- Assist in the reporting to the Albanian Government with regard to the RPO in line with local legislation;
- Liaising with stakeholders and visitors in a service-oriented manner on behalf of the RPO;
- Dealing with phone calls related to PONT as well as the set-up of telephone conferences within the region, Frankfurt and others;
- Set-up of the organization of meetings and meeting rooms as well as events and travel management;
- Secretarial Work and Services including preparation of Minutes of Meeting;
- Procurement and Maintenance of Office Equipment (asset register);
- Data management (filing system)
- Personnel issues (national personnel/consultants to be recruited in the future);
- Advisory and translation/interpretation services to Executive Director;
- Support for the bank account of the Regional Programme Office;
- Financial Management (prepare and check monthly financial reports and submits to Frankfurt Office; Coordinate banking and payments with Frankfurt Office)
- Assist in grant monitoring;
- Give inputs into the PONT website and organize regular news updates for regional stakeholders;
- Assist in the design and printing of PONT related brochures and PR materials.

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Requirements:
At least 3-5 years of previous work experience in project administration (HR; finances; general), management and coordination is required. Understanding and affinity with the operational work related to management of protected areas, NGO's and the work of other Environmental Actors and experience working with international organizations are viewed as assets. The office manager should be flexible and willing to take on a variety of different tasks and to occasionally travel in the PONT region (Albania, fYR of Macedonia and Greece). Translation/interpretation services from Albanian to English and vice versa should be provided if requested.

Good teamworking and oral and written communication skills are essential. You will be well organized, flexible and able to provide deliverables in a timely manner and identify priorities within the context of a project. You should have demonstrated flexibility to work with stakeholders in both the public and private sector and at a variety of levels. Fluency in written and spoken Albanian and English required, Macedonian and/or Greek language would be an asset. You must be computer literate (set-up of printers/scanners/outlook) and proficient with common office software packages (advanced skills in WORD, EXCEL; etc.). Driver's license is a plus.

Educational Requirement: Qualification in finance or related areas

Applications: please send a cover letter, CV and three work-related references in English to the PONT Executive Director by e-mail to mdekoning@pont.org **by 25 February 2017**. Only shortlisted candidates will be informed and invited for an interview to be held in Tirana on **23 or 24 March 2017**. Short-listed candidates will be asked to bring certified copies of their diplomas and work certificates.

PONT is an equal opportunity employer and welcomes applications from all interested groups without any discrimination!