



NOTICE

CIMA Research Foundation – Centro Internazionale in Monitoraggio Ambientale (International Centre on Environmental Monitoring), is a non-profit research organization registered with the Legal Registry office in Savona, no. 34/UTG. It is committed to promote the study, scientific research, technological development and higher education in engineering and environmental sciences in order to improve civil protection, public health and the preservation of aquatic and terrestrial ecosystems.

CIMA Research Foundation is part of the Italian National Civil Protection System and also part of the Network of Excellence in the fields of floods and forest fires, with special focus on early warning systems. Its founding institutions are the National Civil Protection Department of Italy, the University of Genova, the Region of Liguria, and the Administration of the Province of Savona.

CIMA Research Foundation has established a local branch in Tirana, Albania in 2011, with the purpose of strengthening cooperation in the Balkan region. The branch activities focus mainly on supporting the Civil Protection and National hydro-meteorological service of the region for prevention, prediction and mitigation of wildfire and flood risk at local, national and regional levels. Furthermore, the branch of CIMA contributes actively to the advancement of science and engineering in environmentally related fields, focusing on public health and safety, civil protection and the preservation of terrestrial and water-related ecosystems.

“Administrative and Project Assistant” - Temporary Contract

Location: Tirana, Albania

Position type: Administrative and Project Assistant - part time employee – 20 hours per week

Employer: CIMA Branch of Albania

Description of position: Administrative and Project Assistant

Duration: 12 months

Salary: 300 euro/month (net value) for a total of 3.600 euro per year

Expected starting date: 1st July 2016.



The present notice will expire on 30 May 2016, 17:00 p.m.

Objective of the assignment:

The Candidate will provide administrative and project support:

- to the process of preparation of administrative issues and drafting of project ideas, work plans, budgets, revisions, progress reports and summaries.
- Provide logistics support to the Branch related to the preparation of documents, correspondence and reports.
- Drafts routine correspondence to respond to enquiries related to administrative, financial and personnel matters.
- Coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in the field.
- Performs other related administrative duties, as required (e.g., operational travel programme; physical space planning; organizing and coordinating seminars, conferences and translations)
- Assists in preparation of payments by collecting invoices and reviewing their contents for further processing.
- Follow up with vendors for timely receipt of invoices and clarify their contents.
- Assist in logistical arrangement of meeting organizations including transportation of equipment, preparation of badges, name plates, setting up at the venue, reproduction and packing of documents/materials, etc..

Features of the candidate

Professional Experience: experience in accounting, administrative and project assistance is an added value

Training and Qualification: Bachelor in Economics, business administration or equivalent field; other bachelor degrees will be also considered in case the candidate has past experience in the field of administrative and project assistance



Other Requirements: English and Italian are the working languages of the CIMA Foundation. For the post announced, fluency in English (both oral and written) is required; knowledge of Italian languages is an asset.

Computer skills are required, base knowledge on the computer packages: Word Office; Excel and Power Point, all the other experiences and knowledge is an asset.

Selection modalities:

A first selection will be based on the analysis of CV.

Eligible candidates will be invited for an interview at the premise of CIMA Branch in Tirana; the interview will be conducted by conference call with headquarter of CIMA in Savona.

CIMA Foundation will inform all the candidates on the selection result by June 24th, 2016.

Applicant must send to selezioni@cimafoundation.org the following documentation:

1. application form signed (application form can be downloaded from CIMA website at the following link www.cimaundation.org/en/ under the session OPEN POSITION);
2. detailed CV;
3. motivation letter;
4. copy of the Identity Document.

CIMA Foundation reserves the right to terminate the present procedure at any time, for its own reasons and the applicant cannot make any claims against CIMA Foundation.

Any information or request of clarifications can be sent by email to: selezioni@cimafoundation.org.

Savona, 19 May 2016

Managing Director

Fondazione CIMA
Il Direttore di Gestione
Dott.ssa Luisa Michela COLLA