

Job Title: Project Manager

Position: Full-Time

Application Deadline: June 15, 2023

We are seeking a highly motivated and experienced Project Manager to join our team at the Urban Research Institute. As the Project Manager, you will play a pivotal role in planning, executing, and monitoring our diverse range of environmental, planning, land management and energy efficiency projects. This is an exciting opportunity to make a lasting impact on environmental efforts in both our country and the region.

Responsibilities:

- Oversee the entire project lifecycle, from conception to completion, ensuring timely and successful delivery of project goals and objectives.
- Develop and implement project strategies, work plans, and budgets in collaboration with stakeholders and team members.
- Coordinate with external partners, stakeholders, and relevant government agencies to foster strong organizational relationships and garner support for our initiatives.
- Conduct thorough research and analysis to inform project development and decision-making processes.
- Monitor and evaluate project progress, identifying and addressing any challenges or risks that may arise.
- Maintain accurate filing systems for projects and other relevant documents. This includes ensuring proper organization and storage of working documents, as well as project reports.
- Prepare comprehensive reports and presentations to communicate project outcomes and impact to both internal and external stakeholders.
- Organize and facilitate meetings and events of the organization where needed
- Ensure effective communication and public relations for URI's projects on various multimedial platforms.
- Stay abreast of the latest developments in environmental policy, sustainable practices, and emerging trends to continuously enhance project effectiveness.
- Offer assistance and support to other staff members as needed.

Technical Competence:

- Possess a Master's degree, preferably in a related field of study such as environmental engineering, sustainable development, natural sciences, etc.
- Demonstrated experience of a minimum of 3 years in project management, preferably within the civil society organization environment.
- At least one demonstrated management experience,
- Advanced proficiency in the English language, both written and spoken.
- Advanced computer skills, preferably including GIS (Geographic Information System) proficiency (knowledge of other programs such as CAD, Network analysis is a plus).

- A valid driver's license.

Personal skills:

- Demonstrated ability to work independently and as a team player, showcasing strong leadership qualities.
- Exceptional verbal, written, and presentation skills, with the ability to communicate complex concepts effectively and clearly when interacting with internal and external stakeholders as a representative of the organization
- Upholds trustworthiness and integrity, and exhibits a clear commitment to URI's core values.
- Strong organizational and planning abilities.
- Flexibility to travel both within and outside the country as required.

If you are a dynamic and results-oriented individual with a passion for environmental sustainability, we would love to hear from you. Join our dedicated team and contribute to making a positive difference in our environment and communities.

To apply, please submit your CV, a cover letter, and any relevant supporting documents to info@uri.org.al by **June 15, 2013**. Only shortlisted candidates will be contacted for further steps in the selection process.

URI is an equal opportunity employer committed to promoting diversity and inclusion. We encourage applicants from all backgrounds to apply.