



## **Program Manager | Earthquake Relief Project Coordinator Job Description**

[Germin](#) is an organization based in Kosova with plans to expand its operations in Albania in 2020. Towards this end, Germin is hiring a full-time person, based in Tirana, Albania, beginning March 1, 2020 with a three-month probationary period. The position will have two components that are 50% each -- Program Manager and Earthquake Relief Project Coordinator

The salary will be commensurate with experience, and the required amount of working hours is 40 hours per week. This position is being financed by Germin's partner in the United States -- the [Global Albanians Foundation](#) (GAF) -- which was established in 2018 in the United States to develop a more decentralized and 21st-century approach to promote Albanian Diaspora Philanthropy.

### **Program Manager Responsibilities (50%):**

The Program Manager will carry out the following activities related to establishing Germin's presence in Albania:

1. Work closely with the Germin Executive Director/Director of Programs in Kosova to help develop Germin's work Programs in Albania;
2. Assist one Germin staff person currently employed in Tirana who is working on Germin's Engaging Diaspora Professionals Program;
3. Provide administrative support, as necessary related to Germin's physical presence in Albania;
4. Organize, attend, and participate in stakeholder meetings to help identify opportunities for Germin in Albania;
5. Ensure stakeholder views are managed towards the best solution;
6. Documenting and following up on important actions and decisions from meetings; and
7. Preparing necessary presentation materials for meetings for Germin staff, Executive Director, and Board Members who might visit Albania;

The Program Manager will carry out the following activities related to Germin project management in Albania:

1. Developing, maintaining and monitoring project plans, project schedules, budgets and expenditures related to the establishment of Germin's programs in Albania;
2. Developing product strategies, ensuring project deadlines are met, and assessing necessary project changes;
3. Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
4. Assess project risks and issues and provide solutions where applicable.
5. Facilitate meetings where appropriate and distribute minutes to all project team members.
6. Create a project management calendar for fulfilling each goal and objective.



The **Earthquake Project Manager (50%)** will help to manage and oversee the use of GAF earthquake relief funds in Albania, but be hired and employed by Germin since Germin is the local partner of the Global Albanians Foundation (GAF) and manages GAF activities in Albania. For this portion of the work related to earthquake relief efforts, the employee will not report to the Germin Executive Director, but instead to the Chair of the GAF's Albanian Earthquake Committee in Tirana.

**The Earthquake Project Manager will have several important roles to play:**

- 1) Identifying possible earthquake relief projects in Albania which the GAF should consider supporting with the funds it has raised so far to support Earthquake relief in Albania;
- 2) Identifying partner organizations with whom the GAF could work together for both project financing and project implementation in the future;
- 3) Monitoring the progress of implementation of ongoing GAF Earthquake Relief efforts;
- 4) Managing the GAF's online application process for organizations that are seeking funding for earthquake relief;
- 5) Reporting to the Chair of the GAF's Albanian Earthquake Committee to ensure that the Committee is well informed regarding (i) possible new projects, and (ii) implementation of ongoing projects;
- 6) Advising the Committee, as necessary, on recommendations that it should make to the GAF regarding project selection and implementation; and
- 7) Helping to adapt the GAF's current online crowdfunding application procedures so that they can be used to crowdfund new earthquake relief efforts in 2020.

**Job Prerequisites:**

- Bachelor's degree in Law, Social Science, Business;
- Three to five years of work experience in a related field;
- Work experience in the civil society sector in Albania or Balkans;
- Exceptional verbal, written and presentation skills in both English and Albanian;
- Competency in Microsoft applications including Word, Excel, and Outlook;
- Knowledge file management, transcription, and other administrative procedures;
- Ability to work full-time and on tight deadlines. and
- Ability to work independently with minimal oversight.

Please submit resume and letter of interest by February 15, 2020, to [vacancies@germin.org](mailto:vacancies@germin.org)