

Project: “Promoting eHealth in cbc Area by Stimulating local Economies”, financed in the frame of Interreg IPA II Cross-Border Cooperation Programme “Italy-Albania-Montenegro 2014 - 2020“

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| Job title | Project Manager |
| Reports to | <i>Deputy director, UHMC “Mother Teresa”</i> |

Job purpose

The Project Manager oversees the overall management of the Project, implementation of activities and checks interim and final financial reports prepared by financial officer. The project Manager reports to deputy director of the UHMC and is responsible for drafting a work plan for the activities related to the project, monitor the project budget, arranging meetings within his/her competence, etc. He/She is also in charge for supervising and monitoring the staff working under the project “Promoting eHealth in cbc Area by Stimulating local Economies”.

Main duties and responsibilities

The *Project Manager* performs a wide range of duties including some or all of the following:

1. Draft and coordinate the work plan which identifies and sequences the activities needed to successfully complete the project;
2. Contribute to the drafting periodic reports of the project as well as to the final narrative Report;
3. Assist the DICAA in organizing the meetings and other activities established in the frame of the Project;
4. Determine the resources (time, funds, equipment, etc) required to complete the project;
5. Coordinated the allocation of the financial resources to the activities as scheduled for project completion;
6. Facilitate the work of the DICAA related to the organization of public events and other kind of events that require organizational efforts;
7. Review the project activities in close cooperation with DICAA staff and revise the activities’ schedule as required;
8. Monitor project budget and project expenditures;

9. Authorize the projects expenditure in compliance with the project budget and in coordination with the Financial Officer;
10. Monitor and organize the tendering procedures and liaise with tenders;
11. Arranging travel details, meetings and other logistics within his/her sphere of competence;
12. Supervise and monitor the staff working under the project;
13. Review and check the financial reports prepared by Financial Officer;
14. Check the supporting documentation of the project as outlined in the Partnership Agreement;
15. Ensure that the project deliverables are on time, within budget and at the required level of quality.

Qualifications

EDUCATION, QUALIFICATION

- University Degree in any field of relevance to the position, such as medicine, public administration, project management, etc.

GENERAL PROFESSIONAL EXPERIENCE

- Minimum 4 years of professional experience in any field of relevance to this position.

SPECIFIC PROFESSIONAL EXPERIENCE

- Proven very good knowledge of English language;
- Professional experience in management/implementation of EU/other donors funded Programmes or projects.
- Experience in audit field or knowledge

ADDITIONAL QUALIFICATIONS TO BE CONSIDERED AS ASSETS

- Post graduate studies;
- Good knowledge of an additional EU language;
- Involvement in previous monitoring/evaluation activities;
- Excellent drafting, presentation and communication skills;
- Computer literacy
- Organizational skills and effectiveness.
- Ability to work under pressure.
- Creativity and problem solving skills.
- Ability to determine and focus on the priorities set.