



Helvetas is an organization specialized in development cooperation and humanitarian response, anchored in Switzerland. Our vision is a just world in which all people determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

We welcome applications from motivated individuals for the following post at our office in **Tirana, Albania**. The expected starting date is as soon as possible.

INTERVENTION MANAGER FOR AGRIBUSINESS (F/M)

100 %

RISIALBANIA PROJECT

RisiAlbania is a project funded by the *Swiss Agency for Development and Cooperation (SDC)* in collaboration with the government of Albania, the Ministry of Economy, Culture and Innovation and implemented by HELVETAS and Partners Albania.

The objective of the project is that **young persons (15 - 29 years of age) access better and inclusive jobs in a social inclusive and sustainable way**. Impact and intervention logic are built on three pillars as follows:

- Private sector businesses grow sustainably and create employment opportunities for young women and men.
- More young women and men make informed career choices and have more employment opportunities thanks to a strengthened labour market intermediation system.
- More young women and men increase their skills and employability as a result of access to quality private, non-formal training opportunities.

RisiAlbania is looking for an Intervention Manager responsible for the results-oriented implementation of interventions in the Agribusiness sector in compliance with MSD approach¹.

MAIN TASKS

Management of interventions

- Overall responsible for the results-oriented implementation of interventions in the agro-processing sector
- Plans yearly sector activities and budget as part of the project YPO
- Provides inputs and expertise on agro processing-sector development
- Ensures compliance of interventions with systemic/M4P approach
- Supervises and coaches contracted co-facilitators, partners and consultants
- Manages and coordinates necessary research and analysis for impact assessment and has the lead and assures quality control to all knowledge products developed
- Assures monitoring and evaluation of interventions.
- Organizes workshops/events and prepares all related workshops materials (agenda, invitations, presentations, etc)
- Manages the selection and contracting process of external service providers: Prepares ToRs and contracts, manages calls for tenders, provides input in selection process, as well as manages the contracts
- Monitors and manages the budget expenditure of the sector.

¹ <https://www.enterprise-development.org/implementing-psd/market-systems/>

Communication and representation

- Participates in public promotion/presentation of project, objectives, methodology, approach, activities and results.
- Build and maintain a healthy communication with stakeholders of the sectors.
- Participates in workshops on national, regional and local level.
- Oversees and contributes to preparation of project documents for the sector such as impact studies, case studies, knowledge products, media posts.
- Provides input to web site and newsletter (monthly updates).

Reporting

- Overview, monitor and quality control of reports from service providers and partners from both aspects of operations and finance-reporting to Component team Leader of Private Sector Development
- Provides input in compiling of project operational reports (twice per year) and yearly plan of operation once per year
- Continuous reporting to Component team Leader regarding the sector interventions progress and changes, news updates, opportunities.
- Manages all aspects of work in accordance with Helvetas rules.

YOUR QUALIFICATIONS

- Minimum bachelor's degree in a relevant field (business administration, economics, development, etc.).
- Minimum of 5 years of experience in implementing similar programs/projects related to private sector development or experiences in a leading position in the private sector.
- Knowledge and experience in Market System Development Approach are an advantage.
- Demonstrated experience working with Business Service Providers is an advantage.
- Experience with areas like digitalization, innovation is an advantage.
- Management and coordination skills for simultaneous interventions.
- Creativity, strategic and innovative thinking skills.
- Very good English and Albanian speaking and writing skills with ability to write reports clearly and concisely.
- Experienced in budgeting and managing a portfolio as well as in monitoring.
- To work effectively as team member helping others and contributing with new ideas.
- Ability to work independently and take initiatives.
- Very good communication and presentation skills. Able to communicate information clearly and concisely both internally and externally to consultants/contractors.

KEY ATTRIBUTES

- **Manages the private sector**– Remain up to date with sector trends, develop and maintain relations with lead firms, public and private key stakeholders to identify opportunities for entry points.
- **Drive** – ensuring that significant goals are met, and critical issues are satisfactorily resolved, even in the face of substantial difficulties.
- **Effective communicator** – communicating effectively both in writing and orally with internal / external contacts.
- **Planning and organizing** – efficiently and effectively planning, organizing and time management skills, reduce risks, and get the program/project done.

- **Persuasiveness** – making persuasive, clear presentation of ideas or facts to internal / external contacts and gaining their agreement or acceptance.
- **Teamwork** –Willingness to participate as a full member of the team and to effectively contribute even when the team is working on something of no direct personal interest.
- **Problem solver** - Being able to understand the big picture and easily recognize challenges before they occur. You make sense of complex and sometimes contradictory information to effectively solve problems.
- **Interpersonal Skills** – dealing effectively and persuasively with a wide range of people and of social & business situations.
- **Initiative** – positively influencing situations by being proactive in taking action.

WE OFFER YOU

A contract of 1-year, attractive working conditions in a dynamic team.

We look forward to receiving your complete application including CV, motivation letter, work certificates and diplomas by **July 31, 2024**. Please send your application via email to info@risialbania.al. For additional information, please contact +355 (0) 422 48 527 or visit our website www.risialbania.al.