



## **Job Announcement**

### **School Leadership Development Officer**

Albanian-American Development Foundation (AADF) was created in 2009 by the Albanian-American Enterprise Fund with the support and encouragement of United States Agency for International Development (USAID) and the United States Government. The mission of AADF is to facilitate the development of a sustainable private sector economy and a democratic society in Albania, and to contribute to stability in Southeastern Europe.

#### **Description**

As part of the Education sector portfolio, AADF is currently implementing the “Center for School Leadership” (CSL) project with the aim to develop a model of programs and services for school leaders in collaboration with national and international expertise. Furthermore, the CSL aims to develop a framework that will train, certify, develop professionally and monitor school directors.

#### **Duties:**

Under the guidance of AADF, the candidate will perform duties such as the following:

- Support with the process of establishment of Center for School Leadership (legal documents, structure etc.);
- Implement activities and initiatives that ensure the project goals are met;
- Coordinate communication and collaboration with government offices and other various stakeholders;
- Draft CSL strategic operation plans and allocate resources;
- Lead business development efforts;
- Perform any other duties as may be required.

#### **Required Experience and Education**

Successful candidates will have:

- Master degree in education, education management, management or any other relevant field;
- Minimum of 5 years of professional experience in education sector;
- Organization/ institute management experience is preferred;
- Good knowledge in regards to the education system in Albania;
- Good understanding of school leadership, training design and delivery are preferred;
- Excellent communication and presentation skills;
- Strictly ethical conduct;
- Fluent in Albanian and English;
- Able to start work immediately or within short notice.



### **Competencies or Personal Attributes**

- Delivering Results - which includes focusing on customer needs and satisfaction, setting high standards for quality, monitoring and maintaining quality, working systematically, maintaining quality processes, maintaining productivity levels, and driving projects to results;
- Following Instructions and Procedures - including competencies like following directions, following procedures, time keeping and attending, demonstrating commitment, and complying with legal obligations;
- Adapting and Responding to Change - includes accepting new ideas, adapting interpersonal style, showing cross-cultural awareness, dealing with ambiguity;
- Coping with Pressures and Setbacks - comprises coping with pressure, showing emotional self-control, balancing work and personal life, maintaining a positive outlook, and handling criticism;
- Achieving Personal Work Goals and Objectives - entails achieving objectives, working energetically and enthusiastically, pursuing self-development, and demonstrating ambition.

Please reference the job title and send a Curriculum Vitae and a Motivation Letter to the following address: [careers@aadf.org](mailto:careers@aadf.org).

Applications will be accepted only electronically and should not be dropped off at the office. All applicants will receive a confirmation that their electronic submission was received. However, only the shortlisted candidates will be contacted for an interview.

The deadline for applications is **February 11, 2018 at midnight**.