JOB ANNOUNCEMENT

Position: Legal Assistant

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.

AADF is looking for a Legal Assistant who will be primarily responsible for assisting the Legal Officer by providing administrative, drafting and research support with respect to AADF legal risk management and legal matters.

Main duties and responsibilities:

Under the supervision of the Legal Officer, the Legal Assistant will perform the following duties:
- Manage legal documentation and correspondence in strict confidence;
- Conduct legal research and prepare reports and opinions;
- Draft and review contracts, legal acts and documents;
- Prepare corporate documents and file requests with the Non-Profit Organizations Register;
- Provide legal support to AADF projects and administration on a variety of topics;
- Provide a full range of secretarial and administrative support to the Legal Officer;
- Perform other related duties as assigned.

Required qualifications and competencies:

- A Master’s degree in law, preferably abroad
- At least 2 years of work experience in the field, preferably in a law firm or in-house practice
- Experience in drafting legal and business documents
- Previous experience in dealing with employment issues
- Strong knowledge of Microsoft Office, including Word and Excel
- Organized and meticulous attention to detail
- Analytical thinking and strong research skills
- High degree of professional ethics and integrity
- Excellent written & verbal communication skills in English and Albanian language

Application Instructions:

Only those who meet the above requirements are requested to send their Curriculum Vitae, cover letter and relevant Diplomas and Certifications to the following email address: careers@aadf.org. Please reference the job title in your message. Electronic applications accepted only.

All applicants will receive a confirmation that their electronic submission was received. Only shortlisted candidates will be contacted for an interview.

Deadline for applications is November 16, 2020 at midnight.