



Tirana

Vacant position as Project Coordinator on Innovation, within the EU-funded programme EU for Innovation, implemented by the Embassy of Sweden

A temporary position as a Project Coordinator on Innovation, is vacant from 1<sup>st</sup> of August 2021 or upon agreement, until 31<sup>st</sup> of March 2022.

## 1. Background

EU for Innovation programme in Albania is funded by the European Union with additional support from the German Federal Ministry for Economic Cooperation and Development (BMZ) as well as the Swedish International Development Cooperation Agency (Sida). The project aims to strengthen the eco-system for innovation and start-up promotion in Albania.

The programme is jointly implemented by the Swedish Embassy in Albania and GIZ Albania.

The total budget for this action funded by the Delegation of the European Union to Albania is 6,6 MEUR.

The Government of Albania's (GoA) priorities of the Competitiveness and Innovation (C&I) sector in Albania are focused on strengthening the country's competitiveness, improving the business environment and the capacity of small- and medium-size enterprises (SMEs) to cope with the competitive pressure of the global market forces. In this context, creation and growth of innovative businesses, support for access to finance, and increasing export competitiveness are essential.

The EU for Innovation programme is in line with the results strategy for Sweden's reform cooperation with Eastern Europe, the Western Balkans and Turkey 2014-20 and creates synergies with Sweden's bilateral development cooperation with Albania.

The objective of this programme is to improve the innovation ecosystem with an emphasis on supporting start-ups and entrepreneurship. The programme contributes to gender equality by encouraging and supporting women-led new enterprises.

The programme has started its implementation since 1<sup>st</sup> of October 2019.

## **2. Scope of the assignment and Purpose**

The programme is implemented through three result areas (RA):

**Result Area 1:** Strengthening capacity for innovation among the innovation ecosystem actors (start-ups, innovation support providers (incl. FabLab type incubators/ start-up facilities) and policy-makers

**Result Area 2:** Building linkages within the Albanian innovation ecosystem and internationally and

**Result Area 3:** Funding innovative start-ups and innovation support providers

While GIZ is responsible for the implementation of RA 1 and 2, Sida is responsible for the establishment and management of the grant facility under RA 3.

Result area 3 is focused on the establishment of an Albanian Innovation Challenge Fund as a means of addressing access to finance for innovative companies at an early stage of development, as well as for organisations engaged in services to innovative start-ups and promotion of the Albanian innovation system. The fund builds on the idea that both start-ups and innovation service providers receive capacity building through various forms of technical assistance under Result area 1 and 2. The Challenge Fund provides funding to the most promising companies in order to scale up their innovative businesses. The fund also provides funding to the innovation service providers.

### 3. Duties

The post is a full-time temporary position due to parental leave absence. The general duties include:

- Management of the assignment, including but not limited to;
- Promotion of the challenge fund
- Event planning
- Screening of start-up innovation proposals,
- Continuous update to the Programme Manager at the Swedish Embassy, on the day to day work
- Coordination of the partners (legal company, audit\financial company, promotion company, translator, IT company etc, evaluation committee) and with start-ups and ISOs
- Reporting to GIZ
- Prepare periodic bi-annual Progress Report to the EU
- Draft periodic narrative reports for each Challenge Fund beneficiary
- Coordinate and follow-up through all stages of evaluation
- Liaise with Swedish Board of Experts
- Responsible for all communication on social media, local media, articles and magazines

Qualifications:

- A minimum of three years' experience in working as a project coordinator or equivalent
- Familiar with triple helix approach, start-up ecosystem, incubators, accelerators, hubs, entrepreneurship or innovation, boot camps
- Experience in event planning and promotion
- Fluency in oral and written English and Albanian and good communication skills
- Good knowledge and experience of computer programmes and functions (Microsoft Office) and good administrative skills
- University degree in Management, business or in field of social sciences

Merits:

- Experience from coordination tasks within donor agencies/international organizations, Albanian authorities and civil society organizations
- Been part of the innovation ecosystem

The Project Coordinator shall be self-motivated and possess open-minded interpersonal skills, be thorough, structured, possess personal integrity and

being able to work smoothly in close collaboration with colleagues in the team. The project coordinator shall be able to work independently.

Application:

To be considered, please send a CV and cover letter in English, in which you briefly describe your interest for the vacant position and how you meet the requirements. The application should be submitted by May 21<sup>st</sup> 2021 to:

[ambassaden.tirana@gov.se](mailto:ambassaden.tirana@gov.se)

Please note that applications will not be returned and only short-listed individuals will be contacted by telephone.

If you have questions about the position or the Embassy of Sweden as an employer, you can contact [ambassaden.tirana@gov.se](mailto:ambassaden.tirana@gov.se)

For information about the Embassy and the Swedish International Development Cooperation Agency, please see: [www.swedenabroad.se/tirana](http://www.swedenabroad.se/tirana) and [www.sida.se](http://www.sida.se)

You can also find information about the Embassy of Sweden in Tirana's Facebook page and on Twitter [@SwedeninAL](https://twitter.com/SwedeninAL)