



JOB VACANCY ADMINISTRATION AND LOGISTICS OFFICER

Place of work: Tirana

Health for All (HAP) is a project of the Swiss Agency for Development and Cooperation implemented by the Swiss Tropical and Public Health Institute, Basel, in collaboration with the HAP Center in Albania. Its overall goal is that the Albanian population benefits from better health due to improved Primary Health Care services.

Purpose of the Position:

The Administration and Logistics Officer of HAP is part of the project team that operates at the HAP Center in Tirana, Albania. This is a full-time position established with the objective to provide office management and logistics support for the project in conformity with the responsibilities and competences described in the respective Job Description as summarized below.

The Administration and Logistics Officer will be responsible for human resources, petty cash management and other administrative duties to support the overall implementation of the project activities. The selected candidate will work closely with the administrative team of the project and will report to the Project Manager of HAP (Executive Director of the HAP Center) who is in charge of supervising and responsible for his/her performance.

Main Duties and Responsibilities

- Document procedures related to HR recruitment and management. Make sure the files of the HAP Center's personnel are kept in order, including timesheet, absences, annual leaves and other personnel documents.
- Assure that project events such as workshops and seminars are conducted at high quality.
- Ensure that direct project purchases are made in a timely and transparent manner and best value for money principal.
- Collect, verify and archive the logbooks of the use of Project vehicles and the respective fuel consumption.
- Manage the petty cash, manages the related documents and procedures.
- Keep the books and registration of Project's assets and inventory.
- Make sure that at least annual inventory checks of project assets are conducted with the support of local health authorities and local government units..
- Make sure that the office is kept clean, secure, safe and offers an appropriate working environment for Project staff.



Required skills and qualifications:

- Master University degree in Finance or administration management related fields.
- At least 5 years of working experience in office and logistics management, preferably in international organizations.
- Experience with petty cash management will be an advantage.
- Strong demonstrated use of Excel, Word and PowerPoint.
- Very good communication and reporting skills (written, oral) in Albanian and English language.
- Demonstrated ability to apply good judgment, being flexible and able to work in a team.

Contract Duration

- Until 31 March 2026

The interested applicants must submit the following documents:

- The updated CV, demonstrating at least 5 years of experience.
- Copy of the university diplomas (undergraduate studies and Master studies)
- Three signed reference letters, including name, contact email address and phone number of the referees.
- A detailed letter of interest.

The above documents must be delivered in English within **19th of April 2023, 2pm**, by e-mail on the following address: info@hap.org.al

Note: Only the short-listed applicants will be contacted within the 26th of April 2023.