



UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in administrative position:

SENIOR PROJECT OFFICER

The Research, Project and Innovation Center (RPI) at the University of New York Tirana is seeking to recruit a highly qualified Senior Project Officer to join its dynamic team.

Responsibilities:

- Lead the preparation, drafting, and submission of high-quality project proposals for EU-funded programmes (e.g., Horizon Europe, Erasmus+, IPA), ensuring compliance with all relevant guidelines and eligibility criteria.
- Oversee day-to-day project activities, including work plan execution, monitoring of deliverables, and coordination among consortium partners.
- Establish, maintain, and strengthen national and international partnerships, fostering collaboration and ensuring active participation of all stakeholders.
- Support project budgeting, financial monitoring, and reporting in line with PRAG rules and donor requirements.
- Plan and execute project-related workshops, conferences, trainings, and dissemination events.
- Prepare timely project reports, progress updates, and communication materials for donors, partners, and internal stakeholders.
- Ensure that project outputs and deliverables meet high-quality standards and comply with donor and institutional requirements.
- Promote project results through outreach activities, publications, and engagement with relevant networks and communities.

Key Qualifications:

- Minimum of 5 years of demonstrable experience in project proposal writing, coordination, and management, preferably within EU-funded programmes such as Horizon Europe, Erasmus+, IPA, or other similar funding schemes. Candidates with knowledge of PRAG rules will be given priority.
- Excellent command of English, both written and spoken. Knowledge of additional EU languages is an asset.
- Proven ability to establish, maintain, and manage national and international partnerships, including with academic institutions, public authorities, and private sector stakeholders.
- Experience in planning, organizing, and executing project-related events, workshops, and dissemination activities.
- Strong negotiation, teamwork, communication, and interpersonal skills. Ability to work effectively under tight deadlines while maintaining high-quality outputs.
- Strong planning and organizational skills, including prioritization of tasks and resource management.

Desirable Qualifications:

- Experience in reporting to EU donors and familiarity with EU project reporting templates.
- Track record of successful project applications and project implementation.

Deadline for Applications: 4 September 2026

For more information, we invite all interested candidates to visit our website www.unyt.edu.al (job vacancies section)

Application:

Qualified candidates are kindly requested to submit application through our website <https://unytold.unyt.edu.al/index.php/job-vacancies-work-with-us/#adm-pos> / or hr@unyt.edu.al the following;

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| <ol style="list-style-type: none"> 1. A Letter of Application detailing key Qualifications for this position; 2. Current curriculum vitae in English language; | <ol style="list-style-type: none"> 3. Photocopies of credentials and transcripts; 4. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least two professional references |
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IMPORTANT NOTES:

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ONLY** the interviewees will have feedback from the Human Resources office.