



**NOTICE REF. 2045/18 OF 13/12/2018**

**JOB SELECTION FOR A LOCAL OFFICE ADMINISTRATIVE ASSISTANT**

The Project “SUPPORT TO FISHERY SECTOR” (Reference: EuropeAid/155184/DD/ACT/AL) is an EU funded project that will be jointly implemented by a EU (Italy, Belgium) consortium of public institutions with the Albanian Ministry of Agriculture and Fishery, and with the Albanian Fishery Inspectorate. EU Project Applicant Administration is the Italian Shipping Academy Foundation, in cooperation with the Italian Ministry of Agriculture, the Italian Coast Guard – Harbour Master’s Corp Headquarters and the Belgian Research Institute ILVO.

The objective of this project is to increase the contribution of fishery sector to the economic development of Albania by improving management and protection of fishery resources in line with the EU Common Fishery Policy.

The Albanian Ministry of Agriculture will host an Italian team of experts for the 42 months of duration of the project, and a local project staff.

According to its employee recruitment regulation, the ITALIAN SHIPPING ACADEMY publishes this notice for selection of n°1 **LOCAL OFFICE ADMINISTRATIVE ASSISTANT** position according to the points listed below.

N° of job vacancy	1
Contract Type	<ul style="list-style-type: none"><li>• Fixet-term employment contract</li><li>• Contract in a full-time regime</li></ul>
Requirements	<ul style="list-style-type: none"><li>• Albanian residence</li><li>• Relevant University degree</li><li>• Excellent oral and written communication skills in Albanian, English and Italian languages</li><li>• Experienced in day-to-day provision of translation and interpretation support to international experts</li><li>• Experience in office management and project administration</li><li>• Experience of EU funded projects, experience or knowledge of Grant programme would be a strong advantage</li><li>• Excellent Computer skills (MS Word, Excel, Outlook, PowerPoint, Internet, etc.).</li><li>• Proved organisational skills</li><li>• Excellent inter-personal and communication skills, ability to work in a team in a multi-cultural environment</li><li>• Driving licence and local knowledge.</li></ul>

Fondazione Istituto tecnico superiore per la mobilità sostenibile – Settori trasporti marittimi e pesca  
FONDAZIONE ACCADEMIA ITALIANA DELLA MARINA MERCANTILE – VIA ODERICO 10 – 16145 GENOVA

C.F. 01597860996 – P.IVA 02092180997– [www.accademiamarinamercantile.it](http://www.accademiamarinamercantile.it) - Fondo di dotazione: 294.254,00 euro.  
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Professional profile required	Local Office Administrative Assistant
Contract Level	To be determined, according to the Albanian labour law
Tasks	<ul style="list-style-type: none"> <li>• Providing office management and administrative assistance to the project (record-keeping, correspondence, maintenance of appropriate archives of source records to ensure adequate documentation of the project);</li> <li>• Assisting the project in the logistical organization (local travel and accommodations) and support to the European experts participating in missions to Albania;</li> <li>• Assisting the project in the logistical organization of project-related workshops and seminars: selection of participants and issuance of invitations;</li> <li>• Supporting to the Team Leader and visiting beneficiary experts responsible for the Project by arranging contacts or meetings;</li> <li>• Providing assistance to the Team Leader in the day-to-day implementation of the project, maintaining close working relationships and dialogue with the Beneficiary Country administration and the counterparts;</li> <li>• Providing interpretation on a daily basis during meetings, seminars and workshops from English and Italian to Albanian and vice versa;</li> <li>• Translating documents, regulations, training materials, information materials and other written materials from English/Italian to Albanian and vice versa; Verifying accuracy and consistency of presentations and translations of technical material into Albanian;</li> <li>• Providing assistance to the Team Leader and Project Director in drafting the minutes of the Project Steering Committee meetings and other meetings and any other material related to the project in English/Italian and Albanian.</li> </ul>
Contract Start and Ending	The contract is expected to start in January 2019 and will end in May 2022
Work Place	Tirana (Albania)
Total gross monthly salary	To be determined, according to the Albanian labour law

#### TERMS FOR APPLY

The application must be presented using the form above, also available on the website <https://accademiamarinamercentile.it/lavora-con-noi/> accompanied by a detailed curriculum, written in the European format, dated and signed.

The following documents should be annexed in scanned versions to the application:

- Certificate of language knowledge (if it is available)
- References from previous employer(s) (if it is available)

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The application must be sent to the following address: **ITALIAN SHIPPING ACADEMY, Via Oderico 10, 16145, GENOA within the 03/01/2019** by this way:

- hand delivery
- mail pec [faimm@pec.it](mailto:faimm@pec.it)
- ordinary mail: [petrolo.m@accademiamarinamercantile.it](mailto:petrolo.m@accademiamarinamercantile.it) **and** [giordano.c@imssea.org](mailto:giordano.c@imssea.org)

The ACADEMY assumes no responsibility for the non-delivery within the deadline, in any case.

## COMPARATIVE EVALUATION OF CANDIDATES AND JUDGING COMMISSION

1) The Commission will proceed to the selection through a first selective evaluation of the curricula and the qualifications, taking into account the following elements:

- a) Educational qualifications and professional qualifications
- b) experiences already done in the sector of the activity

Each member of the Commission will make his own evaluation by giving a vote from 0 to 30.

A ranking list will result from the arithmetic average of the marks obtained from all the members of the commission: only candidates who have obtained an average score of no less than 21/30 will be admitted to the second phase of the comparative procedure.

2) Interview for the verification of the requirements

The Commission will publish on the website the list of those admitted to the second phase as well as the schedule of the job interviews, which will probably take place in January in Tirana.

Each member of the Commission will make his own evaluation assigning to each candidate a vote from 0 to 30.

The selection will be awarded on the basis of the highest grade.

The score assignment carried out in the first phase is intended solely for the purposes of admission to the interview, without any influence on the final evaluation.

In the case that the candidate renounces the job, the same will be proposed to the second in the ranking and so on.

The Evaluation Committee reserves the right not to assign the assignment if none of the candidates presented is deemed fit for the tasks.

**The evaluation procedure will end with the consequent stipulation of the work contract, subject to prior approval by the Executive Academy Committee**

The selected name will be published on the ACADEMY website no later than 7 days from the date of assignment.

## PERSONAL DATA PROTECTION

The Foundation will process all personal data present in the application just for the participation of the candidates to the present job selection.

The legal basis of the data treatment is on Art. 6.1 letter "e" and in art.9 and 10 of the GDPR.

The Data Controller will be Daniela Fara, whose contact details are:

E-mail: [fara.d@accademiamarinamercantile.it](mailto:fara.d@accademiamarinamercantile.it)

PEC: [faimm@pec.it](mailto:faimm@pec.it)

The contact details of the Data Protection Officer (RPD / DPO) are:

E-mail: [ebiagi09@gmail.com](mailto:ebiagi09@gmail.com)

General Director  
Dott.ssa Daniela Fara



*Project financed by the European Union*

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Date and place: \_\_\_\_\_

To General Director Daniela Fara,  
Italian Shipping Academy  
Via Oderico 10,  
16145, Genova

Object: application for job selection. Notice ref. \_\_\_\_\_ of \_\_\_\_\_

Name \_\_\_\_\_ Surname \_\_\_\_\_

Born in \_\_\_\_\_

Resident in \_\_\_\_\_

Telephone or mail \_\_\_\_\_

I would like to present my application for the vacant job position indicated in the notice in question.

To this end I declare:

- a) not to have received criminal convictions and not be the recipient of measures concerning the application of preventive measures, civil decisions and administrative measures entered in the court case;
- b) do not have any incompatibility reasons established by law with reference to the subject of the employment relationship;
- c) I am in possession of the requirements indicated in the notice

**For this purpose I enclose a copy of my i.d.**

I authorize the process of my personal data according to D.Lgs 196 of 30/06/2003 and art. 13 GDPR (EU Regulation 2016/679) for the purposes of this specific job selection.

Best regards,

Sign

\_\_\_\_\_

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