

EPOKA UNIVERSITY

CALL FOR APPLICATIONS

Position: **Specialist at the Research and Projects Office**

Available position: **1**

Type of Contract: **Indefinite**

Employment type: **Full-time**

Deadline: **Open until filled**

About the Research and Projects Office

Research and Projects Office (RPO) is the designated pre-award and post-award administration office for EPOKA University, providing top-quality support to the campus community's research, creative activity, and outreach initiatives.

RPO identifies research opportunities and partnerships, facilitates the submission of all sponsored projects proposals on behalf of the University, negotiates and executes agreements, provides sponsored projects education and communication, and assists faculty, staff, and students in managing projects which are awarded to the University.

Job description

The main responsibilities:

- **Project Coordination:** Assist in the management and coordination of EU-funded projects, ensuring timelines, deliverables, and milestones are met.
- **Research Support:** Conduct background research, gather relevant data, and contribute to the development of reports and project documentation.
- **Documentation and Reporting:** Prepare and maintain project files, including reports, progress updates, and documentation required for compliance with EU regulations.
- **Communication Management:** Support internal and external communication, including liaising with project partners, stakeholders, and EU authorities.
- **Administrative Assistance:** Provide administrative support, including scheduling meetings, organizing events, and handling project-related correspondence.
- **Financial Monitoring:** Assist in tracking project budgets, preparing financial reports, and ensuring compliance with EU funding rules.
- **Project Evaluation:** Contribute to project evaluation and impact assessments, helping to identify areas for improvement and ensuring project objectives are achieved.
- **Regulatory Compliance:** Ensure the project adheres to EU regulations, guidelines, and policies throughout its lifecycle.
- **Knowledge Sharing:** Assist in the dissemination of project results, research findings, and best practices through reports, publications, and presentations.
- **Monitoring and Reporting:** Assist with monitoring project progress and preparing reports for funders, ensuring that all outcomes are documented in a timely and accurate manner.
- **Data Management:** Maintain and update project databases, track key milestones, deliverables, and partners' contributions.

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- **Stakeholder Engagement:** Help in organizing workshops, conferences, and other events, ensuring effective communication with project stakeholders and the public.

Start Date: As soon as possible

We Offer

Apart from a competitive salary, this role offers valuable opportunities for professional development, including exposure to EU regulations and international collaboration. The selected candidate will gain experience in impactful projects that contribute to global challenges, such as sustainability and innovation. Additionally, the position provides excellent networking opportunities, work-life balance, and the chance to work in a culturally diverse and intellectually stimulating environment.

Qualification Requirements

1. **Education:** A bachelor's degree in a relevant field such as political science, international relations, economics, business administration, or a specific research discipline (e.g., environmental science, engineering, or social sciences).
2. **Experience:** Previous experience in project management, research assistance, or working with EU-funded projects is preferred, though not always mandatory. Experience in administrative roles or international collaboration can be beneficial.
3. **Skills:**
 - Strong organizational and time-management abilities.
 - Excellent written and verbal communication skills in English (knowledge of additional EU languages is a plus).
 - Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint) and project management software (e.g., MS Project, Trello, or similar).
 - Attention to detail and ability to manage multiple tasks simultaneously.
4. **Knowledge:** Familiarity with EU funding programs (e.g., Horizon Europe, Erasmus+, LIFE) and project compliance requirements is an advantage. Understanding of EU regulations and reporting standards would be beneficial.
5. **Personal Attributes:**
 - Ability to work independently and in a team.
 - Strong problem-solving skills and adaptability in a fast-paced environment.
 - Interest in research and contributing to the success of EU initiatives.
6. **Language Proficiency:** Proficiency in English is essential; knowledge of other European languages is highly desirable, particularly in relation to project partners or countries involved.

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How to apply

Candidates interested in the position should send their application in **one PDF document**, including:

1. Application form (please click [here](#) to download it);
2. Cover letter (statement of motivation);
3. CV (complete list of education, positions, work experience, other work or intern experiences, project acquisition and coordination experience (if any), and other qualifying activities);
4. B.Sc. Diploma and the respective transcript;
5. English language proficiency document.
6. List of reference persons: 2 references (name, relation to candidate, e-mail, and phone number)

Interested candidates may **send their complete application in one PDF document** to recruitment@epoka.edu.al with the subject written as: **Specialist at the Research and Projects Office** __ *Name Surname* of the candidate **As soon as possible**.

For additional information about EPOKA University please click [here](#).

Shall there be any other questions or queries about the application process, please ask the Recruitment Team at recruitment@epoka.edu.al