

VACANCY ANNOUNCEMENT

Balkan Finance Investment Group, BALFIN Group, is one of the most significant and successful investment groups in the Western Balkans region. Geographically, BALFIN Group is present in Austria, Albania, Kosovo, Bosnia and Herzegovina, North Macedonia, Montenegro and the Netherlands, employing approximately 6,000 people. The activities of BALFIN Group comprise the development and management of the real estate, retail, mining industry, banking, tourism, energy, logistics, etc. BALFIN Group is growing steadily, having a positive impact on the communities through economic development, employment opportunities, innovation and social investment.

Mane TCI Company, part of BALFIN Group, is a leader in the construction and investment of development projects in Albania and the regions. Founded in 2001, Mane TCI specializes in the field of civil and industrial construction such as Shopping Centers, Residential Buildings, Social and Cultural Centers, industrial constructions and infrastructure.

Position: Construction Manager

Department: Technical

Location: Palasa

Summary: The construction project manager is responsible for the development and completion of the project and in view of this goal, must fulfill responsibilities and tasks managerial, organizational, supervisory, coordinating, and decision making.

The construction project manager may also be responsible for more than one project at a time. Directs the documentation process from the receipt of projects, opposition phases, control acts during implementation, submission of works, exploitation permit and commissioning act.

Main Responsibilities:

- Prepares and manages the project budget;
- Manages project deviations;
- Prepares and manages the work schedule and monitors its progress;
- Prepares and manages the procurement schedule and monitors its progress with the Procurement Department;
- Follows and implements the technical-legal documentation, from the preparation of the construction permit to the commissioning of the facility and the final delivery to the client;
- Coordinates the work with the structures of the company that are engaged in this project;
- Coordinates the work with the structures and the investor of this project;
- Follows the realization of works by the standards of the company and KTZ;
- Controls and approves the monthly summary situation;
- Approves the General Report as well as the Month Project Cost Reports;
- Manages the technical-administrative structure of the project;

- Compiles the technical part of the enterprise contracts including construction standards, specifications, and project plans;
- Defines the annexes to the contract (Order Amendments) and ensures their attachment to the contract;
- Constantly monitors contracts;
- Approves penalties;
- Works with relevant structures to determine and analyze project costs;
- Guarantees the implementation of technical-administrative procedures of the company;
- Provides documentation at all stages of the project;
- Prepares short-term plans depending on the progress of the project;
- Ensures, through the Site Manager, that the quality of the works is according to the appropriate standards by supervising and controlling the progress of the works in all construction sites;
- Ensures that all project requirements and/or objectives are properly documented;
- Ensures that project documentation is complete and current;
- Provides administrative and engineering assistance to construction contractors, contractors, to resolve uncertainties and problems and ensure successful completion of the project;
- Preparation of periodic reports on the progress of projects;
- Determines the needs of technical staff, organizes the work and approves the tasks for the staff under his direct supervision;
- Manages and controls the implementation of tasks;
- Orients subordinates in the work process;
- Provides feedback on an ongoing basis for them;
- Monitors their progress and development, provides technical assistance, monitors work progress and evaluates performance;
- In cooperation with HR, prepares performance appraisal for employees who are directly subordinate to it and approves performance appraisal for the second and third level of department organization;
- Proposes, promotion and promotion of staff that has professional growth at work, accompanied by relevant assessments or cases of demotivation for employees who have violated work standards resulting in their penalization;
- Other tasks assigned to him.

Education: Possess a master's degree in Civil Engineering

Requirements:

- To have a work experience of not less than 10 years in construction works. Not less than 7 years of experience in project management;
- Possesses a university degree in Civil Engineering or Architecture;
- To have very good management, organizational, planning, design and communication skills;

- Ability to read, analyze and explain projects, business correspondence, contracts, procedures and technical manuals;
- Ability to manage various specific projects and contracts involved in construction projects;
- Ability to present issues as efficiently as possible, excellent oral and written communication, preparation of reports, etc;
- Very good knowledge of English (knowledge of another language of the European community would be an advantage);
- Have initiative and flexibility regarding working hours;
- Principles and practices in the use of software (CAD, EXEL, MS-PROJECT, etc.)

Application Procedure:

To apply for this position, please submit a CV and a Motivation Letter before **31/05/2022** on the link : <https://manetci.zohorecruit.eu/jobs/Careers/21072000000818020/Drejtues-Projekti-n%C3%AB-Nd%C3%ABrtim?source=CareerSite>

Only shortlisted candidates will be contacted.

Deadline for submission: 31/05/2022

** All applications will be treated with strict confidentiality according to the law No. 9887 set by the Albanian Parliament for the "Protection of Personal Data".*