

## 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 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:** HSE Engineer

**Department:** Technical

**Location:** Tirana

**Summary:** The HSE Engineer is responsible for tracking, monitoring the health and safety of employees for the company. The engineer coordinates all sites and their responsible persons, ensures that the companies meet legal requirements and necessities derived from technical safety procedures.

### Main Responsibilities:

- To ensure that the company meet legal requirements and necessities arising from technical safety procedures;
- To update health and safety policy;
- To monitor the implementation of health and safety policy;
- To implement the Company's procedures for HSE as well as improve them within the company development and staff;

- To inspect, control and prepare reports on the implementation of procedures on site;
- To conduct training of new staff, as well as assist in site training, regarding the measures to be taken to ensure health and safety at work;
- To carry out a DVR for each site together with the group charged by the construction site as well as assist in modifying and improving the DVR and establish plans to minimize these risks;
- Compiles periodic reports on the implementation and issues of Occupational Safety and Health;
- To organize and assist in periodic meetings of the Occupational Safety and Health Council;
- To carry out inspections in order to identify potential hazards that appear on site and in the office;
- To inspect and prepare reports on the implementation of procedures on site;
- To assist in drafting the Security and Coordination Plan;
- To assist in drafting the Operational Security Plan;
- Controls the implementation of the Health and Safety regulation by the staff as well as by the company contractors at each construction site;
- •Compiles periodic reports on the implementation and issues of Occupational Health and Safety;
- Assists site staff on the needs of personal and collective protective equipment;
- Follows the implementation of the procedure for reporting accidents on site;
- Coordinates with site managers to identify hazards that arise in the area they oversee;
- Assists in changing and improving risk assessment and establishes plans to minimize these risks;
- Other tasks assigned to him.

**Education:** University Degree in Civil Engineer Faculty.

**Requirements:**

- To have work experience similar to the position;
- Certificate indicating participation in specific courses for safety and health;
- To have completed the training of security coordinator accredited by state institutions;
- Very good knowledge of occupational safety and health standards;
- Very good knowledge of English;
- Ability to work in a team and find solutions;

- Good communication and interpersonal skills;
- Very good knowledge in using software (Microsoft Office suite, etc.).

**Application Procedure:** To apply for this position, please submit a CV and a Motivation Letter before June 30<sup>th</sup> 2022 on the below link: <https://manetci.zohorecruit.eu/jobs/Careers/21072000000844021/Inxhinier-HSE?source=CareerSite>

*\*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".*