



A M E R I C A N C H A M B E R O F C O M M E R C E I N A L B A N I A

## AMCHAM ALBANIA: EXECUTIVE DIRECTOR POSITION

The American Chamber of Commerce in Albania (AmCham) is a private, not-for-profit business promotion and development organization. Through its work and services, AmCham seeks to build a better business climate, and to be the leading representative for U.S. and international business in Albania. Since its establishment in 2000, the Chamber has worked to increase trade between the United States and Albania, to promote foreign investment in Albania, and improve the Albanian business image in U.S. and international markets. AmCham's membership has grown steadily over the past decade, and now totals more than 240 active members representing the most productive and successful businesses operating in Albania.

### The Role

AmCham in Albania is looking for a dynamic Executive Director with 10 years of relevant work experience. Under the overall supervision of AmCham Board of Directors, the Executive Director is responsible for the day-to-day management of the Chamber's activities, services and staff, including all substantive and administrative matters. The position will be based in Tirana and be offered a full time assignment.

### Duties & Responsibilities

- Manage and coordinate day-to-day Chamber activities, from substantive, administrative, HR and financial points of view
- Ensure a good relationship with the AmCham Board members by supporting their operations. Organize and facilitate regular Board of Directors' meetings
- Actively maintain existing members and seek out new members
- Ensure timely preparation and compilation of the Chamber's Annual/Quarterly Work Plans and their submission to the AmCham Board as appropriate
- Prepare monthly reports for the AmCham Board on the Chamber's key activities, issues and required action points. Prepare annual/semi-annual progress and financial reports and submit them to AmCham Board as appropriate
- Provide direction and leadership in advocating the Chamber objectives, in ensuring that all interested parties are well informed about the Chamber activities and goals
- Represent the Chamber as required in Albania and build professional relationships with national, local, district, regional authorities and relevant national and international partners to ensure the full participation of a broad spectrum of national leadership in the identification, planning and execution of the Chamber activities
- Serve as media contact in order to enhance AmCham's image
- Advocate the interests of the members in improving the business climate in Albania
- Maintain relationships with the U.S. Embassy, Government of Albania, the regional AmCham network, AmChams in Europe, and the U.S. Chamber of Commerce

## Required Qualifications/Competencies

- 10 years of relevant work experience
- Minimum requirement: University degree
- Managerial experience in the field of development cooperation including in grant management
- Highly developed leadership skills including the ability to inspire, encourage and build trust and confidence
- In depth knowledge of the United States and Albania
- Solid understanding of the issues facing countries in economic transition
- Proven experience working in service to a broad range of clients and stakeholders
- Possess patience, diplomatic skills, and flexibility
- Proven ability to draft, edit and produce written proposals and results-focussed reports
- Proven experience working with Government, civil society, international organizations and donors
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Familiarity with social media
- Excellent written and oral communication skills in English; conversant in Albanian
- Strong and documented management skills and experience. He/she should be able to set clear standards for accountability, probity, value for money and risk management; to ensure sound and transparent financial management; and deliver continuing improvement in the Chamber's effectiveness and in its systems to measure and report on this
- He/she must have the ability to direct staff resources strategically, effectively and transparently, with appropriate delegations of authority
- The ability to think beyond traditional modes and to be innovative in seeking solutions to complex operational and logistical challenges
- Excellent communication skills, including the ability to facilitate communication so that she/he will fulfil the Chamber's responsibility of accountability and transparency to members of the Board and other stakeholders
- Strong advocacy skills to be utilised in extensive public speaking, media interviews and interaction, giving testimony to intergovernmental bodies, and advocating for the Chamber
- The diplomatic skills necessary to promote the principles of humanity, neutrality, impartiality and independence as well as focus on the Chamber's mandate amid volatile and controversial political debate

## Additional Desired Qualifications:

- Advanced university degree in business, economics, political science, or law
- Have worked and/or studied in the United States for 2+ years
- Citizen of the United States or dual U.S./Albanian citizenship

The application deadline for this position is **16:00h** on **13 January 2017**. Please submit a CV and a cover letter, stating your motivation for applying and why you believe you are qualified for the position, to [monika.farka@aims.al](mailto:monika.farka@aims.al).

Only successful candidates will be contacted.