

Tirana International Airport SHPK ("TIA") is seeking for a

DIRECTOR OF ASSET MANAGEMENT AND ENVIRONMENT DEPARTMENT

who will report to the Chief Operation Officer of the Company.

Main tasks and responsibilities of the position:

(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)

- Responsible to manage, lead and coordinate the department policies, procedures and practices by following accepted international, national and TIA standards of professional practice
- Responsible for airport planning development, asset management, environment and energy strategy until end of concession (suggestion and evaluation of options for development)
- Responsible for the realization of the construction and development projects in the airport
- Responsible for maintaining TIA's assets in a fully operational status; including facility maintenance, maintenance of movable and immovable equipment and vehicles, cleaning, energy and fuel supply. Ensuring facilities and activities meet company and regulatory requirements
- Develop and update an ongoing maintenance program on facilities, equipment, buildings, each landside and airside. Ensure and monitor implementation of the program. Maintain related documentation and records
- Reporting of environmental related issues
- Support in review and analysis of department's budget. Control department expenditure within agreed budget within given boundaries
- Edit and update relevant policies, procedures, manuals, SOPs in relation to departmental processes. Implement such documents
- Prepare work and equipment specifications for contractors. Prepare tender documents and participate/manage in tender processes. In cooperation with Procurement and Insurance Office procure the materials and services needed
- Manage and organize TIA's environmental community events
- Responsible for implementation of trainings/workshops as per identified needs in respect of environmental aspects (human factors, wildlife, etc)

Requirements of the position:

- University Degree in Engineering or related field
- Facility management qualifications/experience
- Quality management qualifications
- At least 3 working years of experience in related job responsibilities
- Relationship management skills
- Ability to work effectively as part of a team
- Ability to lead, motivate and manage their team
- Ability to work with and manage the budget
- Very good time management skills
- Ability to multi-task on several projects simultaneously
- Ability to make effective decisions in line with company goals and objectives
- Ability to effectively solve problems in the business context
- Analytical and numerical skills
- Familiar with a range of asset management techniques
- Ability to process, analyze and evaluate management information to assess decision making
- Effective negotiation, relationship building and influencing skills

- Able to produce readable high quality reports for senior management
- Strong verbal and written communication skills
- Adept at Microsoft Office software
- Fluent in English language

To apply for the above mentioned position the applicants should complete the Application Form, which can be found in the following website: www.tirana-airport.com, and submit it together with a recent CV in the following address: jobs@tirana-airport.com, or to the reception of the Administration Building (Rinas).

Closing date for application is **20 October 2021**

Human Resources Department will contact only candidates selected from the documentation screening.