

Tirana International Airport SHPK (TIA) is seeking to hire a

### **ASSET MANAGEMENT INFRASTRUCTURE SPECIALIST**

who will report to the Director of Asset Management & Environment Department 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 for providing suggestion and evaluation of options for asset management development strategy until end of concession agreement.
- Plan and implement site inspections to ensure conformity of subcontractors in relation to material and works with the contract specifications.
- Implement site inspections to ensure compliance with EASA Certification.
- Supervise the work of subcontractors including measurement of quality, quantity and payment.
- Responsible for preparation of list of materials and technical specifications to be used in maintenance works.
- Responsible for monitoring compliance of executed works with contractual and legal requirements.
- Conduct site visits and inspections with the aim to monitor construction works and facility assets status.
- Conduct site visits and inspections of airport infrastructure.
- Prepare full technical documentation folders as a base for applying for different authorizations and permits for Albanian authorities.
- Responsible for maintaining the archive of maintenance works.
- Active support in the review process of relevant policies, procedures, manuals, SOPs, in relation to all department processes.
- Assist in preparation of tender documents.

#### **Requirements of the position:**

- University Degree in Engineering.
- At least 1 year of work experience in related responsibilities.
- Ability to work effectively as part of a team.
- Familiar with a range of facility management techniques.
- Excellent written and verbal communications skills in Albanian and English languages.
- Committed to providing a high standard of service and continuous improvement.
- Adept at Microsoft Office Software.
- Credible, confident and diplomatic.
- Honest, reliable and with integrity.

Closing date of application is **24 January 2023**

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

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