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

 **Environmental Specialist**

who will report to the ***Asset Management Director 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 monitoring the implementation of the Environmental Management System
* Monitor compliance of TIA business units and third parties with environmental requirements including supervision of construction activities
* Responsible for coordinating and revising projects/programs on environmental monitoring (air, water, wastewater, soil), waste management, noise management, flora and fauna management and respective mitigation measures.
* Collect, process and maintain monitoring data on environmental issues including use of natural resources from TIA business units and subcontractors
* Responsible for supervising the work of subcontractors in relation to environment and radiation
* Assist in organizing and coordination TIA's environmental community projects
* Assist in preparation of annual Environmental and Social Bulletin as well as EBRD report.
* Perform audits and site inspections. Evaluate non-conformity reports and check if corrective/preventive measures are implemented by responsible department inside or outside TIA
* Responsible for performing trainings/workshops as per identified needs in respect of environmental aspects
* Active support in the review process of relevant policies, procedures, manuals, SOPs in relation to all departmental processes
* Assist in preparation of tender documents as assigned

***Note: JD duties may by subject to changes according to the operational needs***

**Requirements of the position:**

* University Degree, Bachelor Degree in Environmental Engineering
* Environment management qualifications
* At least 1 working year of experience in related job responsibilities
* Ability to work effectively as part of a team
* Analytical and numerical skills
* Familiar with a range of environment management techniques
* Ability to prepare quality reports; writing letters; preparing and delivering effective presentations
* Committed to providing a high standard of service and continuous improvement
* Strong verbal and written communication skills
* Adept at Microsoft Office software
* Fluent in English language
* Credible, confident and diplomatic
* Honest, reliable and with integrity

To apply for the above mentioned position the applicants should fulfill the Internal Application Form, which can be found in the Administration Building, Office Nr.101, and submit it together with a recent CV to the following address: human-resources@tirana-airport.com, or to the reception of the Administration Building (Rinas).

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