

EXTERNAL VACANCY ANNOUNCEMENT



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

Mechanical Engineer (HVCA)

who will report to the **Asset Management & Environment 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)

- Reviews the validity of the technical-legal documentation of the HVAC project according to an approved list;
- Reviews HVAC implementation plans, cost estimates, and technical specifications of the project to be built and makes relevant comments when deficiencies and irregularities are found;
- Implements the work plan organization, drafts daily, weekly, and monthly plans, and presents them to superiors for discussion or approval;
- Takes responsibility for the work execution and ensure that meets HVAC design in accordance with the implementation projects, cost estimates, technical specifications and standards;
- Participates in all measurements conducted for volumes and keeps the relevant records;
- Implements the work schedule in accordance with the deadlines specified in the work implementation contracts;
- Completes the daily work diary and Site Book and presents them to the superiors when requested;
- Continuously drafts the measurement book for the works carried out;
- Continuously fills out the technical-legal documentation during the construction phases until the project's completion;
- Monitors and is responsible for the consumption of the HVAC systems materials standards specific to mechanical requirements used in the project;
- Ensures that all materials arriving at the site are accompanied by certificates of origin and quality in accordance with the technical specifications.

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

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Requirements of the position:

- University Degree, Bachelor's or Master's degree in Mechanical Engineering, specifically in HVAC or related field
- 3+ years of work experience in related job responsibilities
- High-level proficiency in the English language (with certification);
- Computer skills: Microsoft Office, Project, AutoCAD, MEP;
- Ability to work effectively as part of a team
- Analytical and numerical skills
- 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
- Credible, confident and diplomatic
- Honest, reliable and with integrity

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 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.