

EXTERNAL VACANCY ANNOUNCEMENT



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

Draft Engineer

who will report to the **Asset Management & Environment Director** of the company.

Position Purpose:

The role of the Draft Engineer is to support project execution by preparing, reviewing, and validating technical drawings and documentation, ensuring compliance with engineering standards, project specifications, and quality requirements. This includes coordinating with design and site teams, tracking materials and measurements, and maintaining accurate records throughout all stages of construction.

Main tasks and responsibilities of the position:

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

Documentation & Technical Compliance

- Validate all project documentation, ensuring each drawing meets technical standards using an approved checklist.
- Ensure all drawings and plans comply with relevant codes, regulations, and industry standards.
- Maintain accurate and up-to-date records in the daily Site Book and Measurement Book to document all construction stages.

Design & Drafting

- Create and revise technical drawings based on initial project specifications and input from engineers or architects.
- Draft detailed structural, architectural, and MEP (Mechanical, Electrical, Plumbing) layouts.
- Clarify drawing details and specifications during project implementation by coordinating with both design and construction teams.

Site Coordination & Measurement

- *Participate in on-site measurements and calculate necessary volumes and materials.*
- *Draft and update the Measurement Book continuously to reflect the actual works carried out.*
- *Maintain precise records of site data for use in technical and project reports.*

Quality Control & Material Verification

- Verify that all materials delivered to the site meet project specifications and quality standards.
- Confirm that materials have proper origin and quality certifications in line with technical requirements
- Review cost estimates and technical specifications, identifying inconsistencies or deficiencies and reporting them to the engineering team.

Project Planning & Communication

- Prepare daily, weekly, and monthly work plans to align with project milestones.
- Regularly update superiors and project teams on progress, changes, or issues that may affect the timeline or execution of the project.

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Requirements of the position:

Person Specifications:

- Education:** University Degree, Bachelor's degree in Civil Engineering, Architecture, or a related technical drafting field.
- Alternative Education:** Certification in CAD (Computer-Aided Design) or BIM (Building Information Modeling) software
- Work experience:** 3+ years of work experience in related job responsibilities
- Language requirements:** High-level proficiency in the English language (with certification)

Skills and Abilities:

- Computer skills: Microsoft Office, Project, AutoCAD, SAP, ETAP
 - 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
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Application Procedure:

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in Tirana International Airport, and submit it via email to **human-resources@tirana-airport.com** with:

- Subject: [Name Surname] – **Draft Engineer**
- Attachments: Application Form + CV (PDF/Word)

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