# **JOB ANNOUNCEMENT**

**Job Position:** Archaeology Manager

**Department:** Cultural Department

**NATURE OF EMPLOYMENT:** FULL-TIME POSITION

**REPORTING TO:** DEPUTY DIRECTOR – CULTURAL ASSETS

**JOB LOCATION:** BUTRINT, SARANDA, ALBANIA

**Description of the job position**

The role of the Archaeology Manager will be in overseeing and coordinating all archaeological activities within the Butrint Management Foundation and the site of Butrint. The position requires a strong background in archaeology and expertise in excavation techniques, artifact analysis, survey methods, and archaeological documentation. The Archaeology Manager is responsible for managing and monitoring archaeological projects, ensuring compliance with regulations, and promoting the preservation and understanding of cultural heritage.

Together with the transition-phase group, the Archaeology Manager will oversee and undertake the management transfer of the cultural property from the ZAKPKB to the Foundation.

**Responsibilities**

The role of the Archaeology Manager at Butrint involves overseeing and coordinating archaeological activities within a park or organization. Below are the competences associated with this position:

**Archaeological Expertise**: The candidate should possess a strong background and expertise in archaeology, including knowledge of excavation techniques, artifact analysis, survey methods, and archaeological recording and documentation.

**Project Management**: As an Archaeology Manager, the candidate will be responsible for planning and managing archaeological projects within the park. This includes setting project goals, establishing timelines, allocating resources, and coordinating fieldwork and research activities.

**Team Leadership**: The candidate will be leading a team of archaeologists, field technicians, and other staff members. Effective team management, including assigning tasks, providing guidance and support, and fostering a positive work environment, is important.

**Regulatory Compliance:** Understanding and ensuring compliance with relevant archaeological laws, regulations, and permitting processes is crucial. This includes obtaining necessary permits for excavations, artifact handling, and engaging with regulatory bodies or agencies. Collaborating with the Butrint Research Group for advices and preparation of any material related to the archaeology of the site.

**Preservation and Conservation**: The candidate should have knowledge of preservation and conservation principles to ensure the proper handling, storage, and curation of archaeological materials and artifacts. This includes implementing strategies for long-term preservation and preventing damage or deterioration.

**Data Analysis and Interpretation**: Analyzing archaeological data, interpreting findings, and drawing conclusions from the evidence is an important aspect of the role. The candidate should have skills in data analysis, report writing, and communicating research results.

**Collaboration and Stakeholder Management**: Collaboration with internal and external stakeholders, such as park management, local communities, researchers, and agencies, is essential. The candidate should be able to build effective relationships, engage stakeholders, and foster partnerships for the benefit of archaeological research and preservation.

**Educational Outreach**: Developing educational programs, interpretive materials, and public outreach initiatives to promote awareness and understanding of archaeology within the park is often part of the role. This includes engaging with visitors, schools, and community groups to share knowledge and create a sense of stewardship.

**Health and Safety**: Ensuring the safety of archaeological staff and implementing appropriate health and safety protocols during fieldwork and research activities is crucial. The candidate should have a strong understanding of occupational health and safety practices specific to archaeological work.

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| **Required skills** |
| **Education** | * A degree in Archaeology, Master’s degree in archaeology or any other related field of archaeology or Anthropology.
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| **Work experience** | * At least 10 years of relevant work experience.
* At least 3 years work experience as a supervisor or manager.
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| **Qualities** | * Extensive experience in conducting archaeological fieldwork, including excavation, artifact analysis, and site recording.
* Experience in the management of archaeological parks is an asset.
* Strong knowledge of archaeological methods, techniques, and relevant regulations.
* Excellent project management skills, with the ability to plan, organize, and oversee multiple projects simultaneously.
* Leadership abilities and experience in managing a team of archaeologists and support staff.
* Proficiency in archaeological data analysis, interpretation, and report writing.
* Strong communication skills to engage and collaborate with stakeholders from diverse backgrounds.
* Experience in organizing workshops and excellent presentation skills.
* Familiarity with digital archaeological recording systems, Geographic Information Systems (GIS), and other relevant software.
* Knowledge of cultural heritage preservation principles and practices.
* Understanding of ethical considerations and legal frameworks related to archaeological research and cultural heritage management.
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| **Languages** | * Strong English communication skills both written and verbal
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**DOCUMENT FOR SUBMISSION**

* Curriculum Vitae
* Cover letter
* Two reference letters

All documents should be sent in English language.

The official website for the application is <https://bmf.al/en/>

Interested candidates should send their documents via the official platform at https://bmf.al/en/, or to the following address: careers@bmf.al (referring the job title in your message).

All applicants will receive a confirmation that their electronic submission was received.

Only shortlisted candidates will be contacted for an interview.

Candidates may be asked to provide evidence of their professional background as well as their achievements and should be available for interviews.

**Deadline for applications is August 28, 10:00 a.m. CET.**

**THE SELECTION PROCESS**

* Prequalification (desk evaluation);
* First Round of Interviews (preferably in-person interview);
* Notification of the successful candidate.

The compensation package for the position will be competitive with regional market rates for local and/or foreign applicants. The final result will be determined by the profile, experience, and qualifications of the winning candidate.

Should you have any questions, please contact: info@bmf.al