# **JOB ANNOUNCEMENT**

**Job Position:** CONSERVATION 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 Conservation Manager will be in overseeing and managing conservation efforts within an organization or conservation-focused entity. The candidate should have a strong background in conservation principles, practices, and methodologies, whether in the context of natural resources or cultural heritage. The Conservation Manager will be responsible for developing and implementing conservation strategies, coordinating conservation projects, engaging stakeholders, and ensuring the sustainable management and protection of resources.

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

**Responsibilities**

The role of the Conservation Manager, will involve overseeing the conservation and preservation of cultural resources of the site. Below are the competences associated with this position:

**Conservation Planning:** The candidate should have a strong background in conservation principles, practices, and methodologies. This includes knowledge of cultural resource preservation and principles together with international charters for preservation of the built heritage.

**Cultural Resource Assessment:** Conducting assessments and evaluations of cultural resources to identify conservation needs, threats, and opportunities is an important aspect of the role. This will involve understanding assessment techniques, data collection, and analysis.

**Conservation Strategies and Policy:** Under the Butrint Research Group guidance will implement conservation strategies, plans, and policies to guide resource management and protection. This includes setting conservation goals, establishing priorities, and integrating sustainability practices.

**Project Management:** Monitoring and managing conservation projects, including planning, implementation, and monitoring, is a key responsibility. This involves coordinating teams, allocating resources, managing budgets, and ensuring project objectives are met.

**Stakeholder Engagement**: Building and maintaining relationships with internal and external stakeholders, such as government agencies, local communities, NGOs, or different local groups, is crucial. Effective communication, collaboration, and engagement are important for successful conservation outcomes.

**Cultural Impact Assessment**: Understanding and conducting impact assessments to evaluate the potential effects of development projects or human activities on cultural resources This includes providing recommendations for mitigating adverse impacts.

**Monitoring and Evaluation:** Establishing monitoring programs to assess the effectiveness of conservation initiatives and track the status of cultural resources through data collection, analysis, and reporting to inform adaptive management strategies.

**Compliance and Regulatory Knowledge**: Ensuring compliance with relevant cultural resource regulations, laws, and permits is essential. The candidate needs to have good understanding of applicable regulations and be able to navigate the regulatory landscape.

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| **Required skills** |
| **Education** | * A degree in conservation or cultural heritage management, or a related field. Advanced degrees are desirable.
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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** | * Demonstrated experience in elaborating and implementing conservation projects on cultural heritage.
* Demonstrated experience in conservation projects for archaeological sites is an asset
* Strong knowledge of conservation principles, methodologies, and relevant regulations.
* Excellent project management skills, with the ability to plan, organize, and oversee conservation initiatives.
* Effective communication and stakeholder engagement skills to collaborate with diverse groups and build partnerships.
* Proficiency in conducting cultural resource assessments and developing conservation plans.
* Understanding of regulatory requirements, environmental impact assessments, and cultural heritage preservation standards.
* Familiarity with budget management, grant writing, and financial planning for conservation projects.
* Knowledge of monitoring and evaluation techniques for assessing conservation outcomes.
* Awareness of the social, economic, and political contexts influencing conservation work.
* Commitment to sustainability, ethics, and promoting the long-term well-being of cultural resources of the site.
* A fast and highly accurate level of data entry skills;
* PC proficiency is essential.
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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