

JOB ANNOUNCEMENT

JOB POSITION: DEPUTY DIRECTOR – SITE MANAGER
NATURE OF EMPLOYMENT: FULL-TIME POSITION
REPORTING TO: EXECUTIVE DIRECTOR OF THE BUTRINT MANAGEMENT FOUNDATION
JOB LOCATION: BUTRINT, SARANDA, ALBANIA

DESCRIPTION OF THE JOB POSITION

The Deputy Director - Site Manager (DDSM), supports and advances the mission, vision and beliefs of the Butrint Management Foundation. DDSM is responsible for overseeing logistics, managing facilities, providing visitor services, and engaging with the community. The DDSM role involves maintain the park's integrity, organizing events, liaising with stakeholders and community with the goal to ensure the effective preservation and sustainable balance the promotion and development of the activities of the site of Butrint.

RESPONSIBILITIES

The following are the key competences for Deputy Director - Site Manager at Butrint:

Operational Leadership: The Deputy Director – Site Manager is responsible to oversee the day-to-day operations, maintenance, and tourism aspect within Butrint National Park. Collaborating with various departments, the role will involve efficient resource allocation, staffing and operational efficiency to ensure the park's continues maintenance of services.

Manage Renovations and Maintenance: As a Deputy Director, the candidate will manage regular inspections of tourist and other facilities to identify and address maintenance needs. Collaborating closely with maintenance staff, the candidate will ensure the proper functioning of utilities, security, health and safety, different measures for risk management and other amenities, contributing to the overall enhancement of Butrint National Park's management.

Facilities Management: The candidate will be responsible for overseeing the maintenance and cleanliness of various facilities, including visitor center, and other aspects related to tourism and local participations in the site. This involves the efficient management and operation of the park's utilities, seating areas,

restrooms, pathways, viewing platforms, water sources and other infrastructure ensuring that they meet the highest standards of functionality and operations.

Security and Safety: This role requires the implementation of security protocols to safeguard against potential vandalism acts, theft, and unauthorized access within the park. The candidate should be able to conduct regular safety and training sessions for staff to ensure a rapid and effective response to emergencies. This could include the coordination of availability of first aid stations and trained personnel throughout the park and implementing ongoing health and safety training programs for all staff members, emphasizing best practices, risk mitigation, and emergency response.

Fire and Emergency Preparedness: The candidate shall ensure the availability, proper maintenance, and correct usage of safety equipment, including personal protective gear, first aid kits, and emergency response tools. Also, regular inspection of safety infrastructure, such as railings, barriers, and signage, to address potential hazards is required. The Candidate should develop and implement fire prevention plans, and establish emergency response, as well as guarantee the availability of firefighting equipment. It is also important to collaborate with local health authorities and emergency medical services to guarantee the well-being of staff and visitors.

Visitor Services and Stakeholder Engagement: Supervise the work of guides, interpreters, and front-line staff to provide excellent visitor services. To enhance visitor experiences through the development and of educational programs, guided tours, and interpretive materials. Also, the candidate must be able to increase public awareness, appreciation, and understanding of Butrint National Park’s cultural and natural significance. It is also important to monitor feedback and address concerns to enhance the overall visitor experience, and to collaborate with local communities and stakeholders for fostering positive relationships and sustainable tourism practices.

Infrastructure Development: The candidate should identify strategic opportunities for infrastructure improvements within the Butrint National Park. This involves identifying the needs for the development and construction of new pathways, viewing platforms, and visitor amenities by enhancing the overall accessibility and experience within the park. Collaboration with environmental experts is also essential to address infrastructure needs and ecological challenges within the park.

Regulatory Compliance: Compliance with the relevant local and international regulations governing heritage sites is essential for this role. So, the candidate must liaise with regulatory bodies and government agencies to facilitate permits and approvals for site-related activities.

REQUIRED SKILLS

Education	<ul style="list-style-type: none">• A degree in a relevant field such as, cultural heritage management, tourism, archaeology, economy, or related disciplines is typically required.
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	<ul style="list-style-type: none"> Advanced degrees, such as a master's or specific specializations within cultural assets management and tourism is preferred.
Work experience	<ul style="list-style-type: none"> At least 10 years of relevant work experience. Previous experience in tourism, cultural heritage protection, is also required.
Qualities	<ul style="list-style-type: none"> Strong knowledge and understanding of cultural assets, including archaeological sites, historic buildings, cultural landscapes, or natural features. Familiarity with relevant laws, regulations, and best practices in cultural heritage preservation and international tourism. Excellent organizational and management skills to oversee multiple initiatives, set priorities, and address emergencies. Excellent communication skills, both verbal and written, for engaging with internal and external stakeholders, other staff members, developing plans and conducting relevant training. Facilities and infrastructure management experience. Experience in health and safety management, emergency preparedness, and fire prevention. Management of Digital and ICT tools experience. Knowledge of interpretation methods and educational programming to assets visitors feedback and promote the significance of cultural assets. Ability to collaborate with diverse stakeholders, such as government agencies, local communities, local health authorities and emergency medical services. Strong problem-solving skills, adaptability, and a strategic mindset to address challenges and contribute to the long-term vision of cultural asset management. Have a comprehensive understanding of cultural assets and local tourism for sustainable development.
Languages	<ul style="list-style-type: none"> Strong English communication skills both written and verbal

DOCUMENT FOR SUBMISSION

- Curriculum Vitae
- Cover letter
- Two reference letters

All documents should be sent in English language.

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

[Careers at BMF – B.M. Foundation](#)

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 31st January, 12:00 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

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