## **JOB ANNOUNCEMENT**

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**JOB POSITION:**  CONSERVATION SPECIALIST  
**NATURE OF EMPLOYMENT:** FULL-TIME POSITION  
**REPORTS TO:** CONSERVATION MANAGER  
**WORKPLACE:** BUTRINT

**DESCRIPTION OF THE JOB POSITION**   
The Conservation Specialist supports and advances the mission and vision of the Butrint Management Foundation. They are responsible for monitoring, documenting, and reporting on the condition of monuments and contribute to proposing measures for their conservation.

**RESPONSIBILITIES:**

**Assessment and Monitoring**

* Conduct regular and in-depth assessments of the conservation status of cultural heritage and the impact of natural factors on them.
* Implement periodic monitoring programs to track any changes in the cultural assets structures.
* Monitoring projects and other activities related to the assessment, conservation and maintenance of cultural heritage.

**Documentation**

* Document and report on the condition of cultural assets by identifying different phases of construction, previous interventions, and the current state.
* Document and report on the condition of monuments before and after any conservation and restoration interventions.
* Maintain and update detailed documentation of conservation activities, including findings, methodologies, and results.

**Conservation Needs Planning**

* Develop and implement comprehensive plans for the maintenance and conservation of monuments, archaeological structures, and other cultural assets.
* Propose and report the need for maintenance and conservation interventions.
* Propose, prepare, and report technical solutions for the preservation of monuments.
* Collaborate with stakeholders to ensure compliance with conservation standards and principles.

**Conservation and Maintenance**

* Supervise on-site daily maintenance processes and conservation projects for cultural assets.
* Propose and implement preventive measures to mitigate potential risks such as natural disasters or unauthorized activities.
* Prepare technical specifications and cost estimates for materials needed for the work's execution.

**Collaboration with Experts from Various Fields**

* Collaborate with other experts and specialists in the fields of archaeology, hydrology, ecology, geology, etc., to ensure a multidisciplinary approach to conservation.
* Participate in seminars and training to exchange and gain further knowledge about conservation methods and practices.

**Compliance and Reporting**

* Ensure compliance with national and international conservation regulations and standards.
* Assist in meeting the requirements and criteria for approvals and permits from relevant authorities according to legislation on cultural heritage for interventions in cultural assets.
* Ensure the use of allowed and approved techniques and materials, which, based on analyzed knowledge and evidence, do not negatively affect the structures of the monuments.
* Prepare detailed reports on maintenance and conservation activities, their progress, challenges, and report them to the Conservation Manager.

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| **REQUIRED SKILLS** | |
| **Education** | * Degree in one of the fields such as: Civil Engineering, Structural Engineering, Architecture. * Additional degrees are preferred, such as a masters or specialized training in the field of conservation and restoration of cultural heritage. | |
| **Work Experience** | * At least 5 years of work experience in the aforementioned fields. * Previous experience in the conservation/restoration of cultural monuments, archaeological structures, and other cultural heritage assets. * Having licenses for interventions in cultural assets is preferred | |
| **Qualities** | * Experience in the development and implementation of maintenance and conservation interventions for cultural monuments and other cultural heritage assets. * Ability to conduct research and historical inquiries related to the history of monuments/archaeological structures by identifying different phases of construction and previous conservation interventions as part of their documentation prior to any intervention. * Strong knowledge in analyzing and assessing the condition of monuments and proposing concrete measures for their conservation. * Knowledge and experience in ensuring compliance with national and international laws, regulations, and standards in the field of conservation. * Strong communication and interpersonal skills to collaborate with stakeholders both within and outside the institution. * Knowledge in using computer programs such as AutoCAD and GIS | |
| **Language** | * Strong English communication skills | |

**DOCUMENTS TO BE SUBMITTED**

* Curriculum Vitae
* Cover letter
* Two reference letters

All documentation must be submitted in English.

Interested candidates should send their documents to the following address: **careers@bmf.al** (referring to the job title in your message).

Only shortlisted candidates will be contacted for an interview.

Candidates may be asked to provide proof of their professional training, as well as their achievements, and must be available for interviews.

**The application deadline is (\_20/12/ 2024), at 17:00 CET.**

For any information, please contact: **info@bmf.al**