## **JOB ANNOUNCEMENT**

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**JOB POSITION:**  INFRASTRUCTURE MANAGER  
**NATURE OF EMPLOYMENT:** FULL-TIME POSITION  
**REPORTS TO:** DEPUTY DIRECTOR FOR SITE MANAGEMENT   
**WORKPLACE:** BUTRINT

**DESCRIPTION OF THE JOB POSITION**

The Infrastructure Manager is responsible for overseeing the maintenance, safety, and health at work, physical security, and overall operation of the physical premises of the archaeological park of Butrint. This role is part of the Site Management Department. It includes acting as the responsible person and FMB point of contact for the implementation of the occupational health and safety plan, physical security, and natural disaster risk management.

**RESPONSIBILITIES:**

The main responsibilities and duties of the Infrastructure Manager include:

• Regular supervision of the maintenance and repair of cultural property facilities, including the visitor center, sanitary facilities, signage, and storage facilities;

• Carrying out routine inspections to assess the condition of the park's infrastructure and to identify necessary repairs or improvements;

• Development and implementation of a preventive maintenance plan to ensure the longevity of infrastructure and equipment.

• Planning and cooperation with third parties for the realization of disinfection, disinsection, and deratization;

• Cooperation with other sectors to ensure that their activities are supported with the necessary infrastructure, materials, and equipment;

• Monitoring of site conditions to implement measures to protect monuments from environmental damage and vandalism;

• Ensuring landscape management to improve the aesthetic aspects of the park and to provide the best possible experience for visitors;

• Cooperation and support for archaeological and ecological conservation initiatives, making maintenance staff available according to a plan coordinated with the archaeological conservation sector and the ecological conservation sector;

• Preparation and implementation of a training plan for all FMB personnel regarding the aspects of safety and health at work, as well as emergency response plans;

• Checking and ensuring the compliance of the services of the private physical security company with the contractual terms and conditions.

• FMB warehouse management.

• Implementation of the internal orders and regulations of the Butrint Management Foundation regarding his position.

• Gives technical answers to the specific problems it covers according to the tasks assigned.

• Submission of periodic reports regarding the responsibilities and duties related to his position to the responsible department to which he reports, the Executive Director, as well as to the Board of Directors when necessary for the relevant issues and recommendations.

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| **REQUIRED SKILLS** | |
| **Education** | * Bachelor's Degree in Civil Engineering, or a related field related to the relevant position. * Master's Degree in Civil Engineering, or in a similar field. | |
| **Work Experience** | * At least 5 years of work experience as Facilities Manager, Construction Engineer, Structural Engineer or in a similar field. | |
| **Qualities** | * Good knowledge of infrastructural, and environmental regulations, internal legislation, and international conventions in force in the Republic of Albania. * Excellent problem-solving and analytical skills, with the ability to assess and manage risks and necessary infrastructure interventions. * Ability to identify infrastructural problems as well as necessary interventions for improvement.Strong knowledge in analyzing and assessing the condition of monuments and proposing concrete measures for their conservation. * Ability to collaborate effectively with internal teams, management and external stakeholders. * Good communication skills, written and verbal, as well as the ability to coordinate with the support team to ensure effective cooperation during the implementation of their tasks related to the infrastructure sector. * Good organizational and management skills. * Technical and physical skills * Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint). * Ability to perform inspections and audits in the field and at various construction sites, which may require walking, climbing and physical endurance. | |
| **Language** | * Strong English communication skills (written and verbal). | |

**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.**