

***Call for Applications***

**Project:** “Human Value – Care is Our Duty”  
**Date:** January 1, 2025 – December 31, 2025

**Information**  
"Center for Social, Economic, and Territorial Administration" (ASET) is a non-governmental, non-profit organization registered in 2014. The center’s staff is composed of qualified experts with extensive experience in the protection, promotion, and advocacy of human rights and vulnerable groups. Additionally, they have significant expertise in data collection, research, and analysis, capacity building, and providing services to vulnerable groups.

**Project Description**  
Center for Social, Economic, and Territorial Administration (ASET), with the financial support of the “Council of the Tirana Region,” will implement the project:  
**“Human Value – Care is Our Duty”**

The project aims to provide alternative services, such as home care for elderly people in need in the Tirana Region, to avoid their institutionalization in residential homes for the elderly.  
The project will be implemented from January 1, 2025, to December 31, 2025.

As part of this project, ASET is seeking to contract an Office Manager for project management.

**Requirements**  
Candidates are required to meet the following criteria to qualify as Office Managers, documented by:

* A University degree in Social Sciences.
* Experience in social service projects (preferably in projects focused on the elderly).
* Training in the field of social services.
* Criminal record certificate.
* Medical report confirming fitness for work.
* Curriculum Vitae.
* Certificates for training in providing services to the elderly are preferred.

**Responsibilities and Duties of the Office Manager:**

1. **Home Monitoring Visits**  
   The coordinator will conduct regular monitoring visits to the homes of the elderly to assess the quality and compliance of the services provided by the operators. These visits aim to ensure that care is provided according to the defined standards and tailored to the individual needs of each elderly person.
2. **Development and Verification of Individual Care Plans**  
   The coordinator will ensure that individual care plans are developed for each elderly person, addressing their needs in accordance with approved standards. They will also monitor the updating of all supporting documents in the individual files of the elderly, ensuring transparency and accurate documentation.
3. **Preparation of Periodic Reports**  
   In accordance with the signed contract, the coordinator will prepare periodic reports on the activities and results of the team, ensuring that all required data is documented and submitted on time.
4. **Monitoring the Work of Social Operators**  
   The coordinator will continuously monitor the performance of social operators in accordance with the home care assistance standards table. This monitoring aims to improve the quality of services provided.
5. **Coordination of Visits and Documentation**  
   The coordinator will organize and schedule visits by operators to homes, ensuring that they are carried out in a structured and efficient manner. They will also oversee the development and updating of supporting documentation for each elderly person.
6. **Encouraging Cooperation and Teamwork**  
   The coordinator will encourage cooperation among social operators, creating an open work environment and facilitating the exchange of ideas and experiences for service improvement.
7. **Organizing the Distribution of Food Packages**  
   The coordinator will ensure that the distribution of food packages to the elderly is organized efficiently and transparently, ensuring that each elderly person receives their package according to the plan.
8. **Preparation of Documentation for Food Packages**  
   The coordinator will maintain complete documentation for the distribution of food packages, preparing reporting documents that accurately reflect the process and the beneficiaries.

**Applications should be sent to:**

[info@asetcenter.al](mailto:info@asetcenter.al)

By **January 25, 2025, at 16:00**.