

EXTERNAL VACANCY ANNOUNCEMENT



Tirana International Airport SHPK (TIA) is seeking to hire a

Draft Engineer

who will report to the **Asset Management & Environment Director** of the company.

Main tasks and responsibilities of the position:

(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)

- Validates all project documentation, ensuring that each drawing meets technical standards to an approved checklist;
- Creates and revises drawings based on initial project specifications and engineer/architect input. This includes drafting structural, architectural, and MEP (Mechanical, Electrical, Plumbing) layouts;
- Reviews cost estimates and technical specifications, identifying any inconsistencies or deficiencies, and communicating these to the engineering team;
- Prepares daily, weekly, and monthly work plans to meet project milestones, updating superiors and project teams regularly;
- Continuously drafts the measurement book for the works carried out;
- Participates in site measurements, calculates necessary volumes and materials, and maintains precise records for project reports;
- Ensures drawings and plans comply with relevant codes, regulations, and industry standards;
- Verifies that all materials meet project specifications and quality standards;
- Completes the daily Site Book and Measurement Book for record-keeping, ensuring all construction stages are well-documented;
- Works as a liaison between design and construction teams, clarifying drawing details and specifications during project implementation;
- Confirms that all materials delivered on-site carry proper origin and quality certifications, aligned with technical requirements.

Note: JD duties may be subject to changes according to the operational needs

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Requirements of the position:

- University Degree, Bachelor's degree in Civil Engineering, Architecture, or a related technical drafting field
- 3+ years of work experience in related job responsibilities
- High-level proficiency in the English language (with certification)
- Computer skills: Microsoft Office, Project, AutoCAD, SAP, ETAP
- Ability to work effectively as part of a team
- Analytical and numerical skills
- Ability to prepare quality reports; writing letters; preparing and delivering effective presentations
- Committed to providing a high standard of service and continuous improvement
- Strong verbal and written communication skills
- Credible, confident and diplomatic
- Honest, reliable and with integrity

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in the following website: www.tirana-airport.com and submit it together with a recent CV to the following address: human-resources@tirana-airport.com, or to the reception of the Administration Building (Rinas).

Human Resources Department will contact only candidates selected from the documentation screening.