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European Union for Law Enforcement in Albania (2nd phase)

EU4LEA 2

RECRUITMENT OF NATIONAL EXECUTIVE ASSISTANT AT EU4LEA 2 PROJECT

Background information:

Albania maintains a high political engagement toward the EU accession process. In the context of accession negotiations, Albania submitted the three roadmaps that will guide its reforms efforts, including the Rule of Law roadmap that extensively addresses subfields such as justice reform, the fight against corruption, fundamental rights, the fight against organized crime, migration, asylum and visas.

In October 2024 the EU opened negotiations with Albania on Cluster 1: Fundamentals, which includes Chapter 23 – Judiciary and fundamental rights and Chapter 24 – Justice, freedom and security. The EU and Albania agreed on interim benchmarks to be met during the negotiation process both on the horizontal level for the cluster, and specifically for chapters 23 and 24.

Also, Albania has actively engaged in the implementation of the new Growth Plan for the Western Balkans across the four pillars of gradual integration with the EU single market, regional economic integration, fundamental reforms and increased financial support. The Reform Agenda covers several areas of reforms including fundamental rights and the rule of law. Finally, for the first time, the European Commission's 2024 rule of law report covered Albania.

In this evolving context towards EU accession, the phase 2 of the European Union for Law Enforcement in Albania (EU4LEA 2) Project seeks to provide targeted support to Albania to promote full alignment under chapter 23 and 24.



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The Action is jointly co-financed by the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ) with a total budget of 10.2 million EUR (EU contribution 9,700,000 EUR and BMZ contribution 500,000 EUR). It is implemented by the Italian Ministry of Interior (Moi), Civipol and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH...

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The expected impact of EU4LEA 2 is that Albanian capacities to fight organized crime and corruption are upgraded, in line with key provisions under the EU accession pathway. Support will be provided to Albanian institutions in their efforts against organized crime networks and high-level corruption.

Targeted institutions include the Ministry of Interior, the General Prosecution Office (GPO), Albanian State Police (ASP), Special Prosecution Office (SPO), National Bureau of Investigation (NBI), Albanian Financial Intelligence Agency (AFIA), General Directorate of Taxation (GDT), Agency of the Administration of Seized and Confiscated Assets (AASCA) and other pertinent entities and institutions.

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While phase 2 of the project is in its finalization stage, the contract has not yet been signed as negotiations are still ongoing. Consequently, any vacancies related to EU4LEA 2 *are published under a suspensive clause*, pending contract signature.

To this aim EU4LEA 2 intends to hire a **NATIONAL EXECUTIVE ASSISTANT** to support the Management Team, particularly the International Project Coordinator in Tirana, by overseeing documentation management, coordinating internal communications, and ensuring the smooth operation of office activities.

We offer

We offer the post of NATIONAL EXECUTIVE ASSISTANT. Under this post the recruited person will be attributed functions as foreseen within the job description and ad-hoc tasks based on the needs of the EU4LEA 2 project. Upon recruitment the successful candidate will carry out a specific job function as NATIONAL EXECUTIVE ASSISTANT. Under this job function the successful candidate will report to and will work under the responsibility of the Project Coordinator, or any other person assigned by the latter. The successful candidate will be fluent in English and with strong technical skills in the given field. He/she will have excellent interpersonal skills and will be able to work effectively on an independent way as well as part of a team. Previous experience of working on EU-funded projects would be a strong asset.

The position is offered under a service contract, which includes a three-month probationary period.



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For additional information such as required profile and relevant job description please check EU4LEA 2 website at: www.eu4lea2.eu/

How to apply

If you are interested in applying for the aforementioned post, please send your application including your cover letter in English and detailed CV in English (preferably in Europass format and PDF) to info@eu4lea2.eu. Please include your contact details (telephone number and email address) in your CV. The subject of the e-mail should be **NATIONAL EXECUTIVE ASSISTANT Application**.

The procedure

After the deadline for applications, the applications will be reviewed by a Selection Committee set up for this purpose. The Selection Committee will prepare a short-list of candidates who are considered the most suitable for the post based on a preliminary assessment of the information provided in their cover letter and CV. Evidence on education and professional experience will be required for the short-list candidates. Only shortlisted candidates will be contacted by e-mail/telephone. Applicants should be available online and in person interviews within April 2025. Once the recruitment procedure has been completed EU4LEA 2 will inform the short-listed candidates of the result of the procedure (if the candidate has or has not been recruited).

The deadline for the applications is **19th April 2025**.



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Position: National Executive Assistant

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Purpose of the post:

The **National Executive Assistant** will support the **Project Management Team**, with a particular focus on assisting the **International Project Coordinator** in Tirana. The role involves managing project documentation, facilitating internal communication flows, and ensuring the effective and efficient functioning of daily office operations.

Job Description

Key Tasks and Responsibilities

The **National Executive Assistant** will:

- Provide direct support to the **Management Team and Project Manager** based in Tirana.
- Manage and maintain project documentation and archives, both digital and physical.
- Assist the Project Manager in monitoring **financial data**, budgeting, human resources, procurement procedures, and reporting, ensuring full compliance with **EU rules and guidelines**.
- Support the **planning and implementation** of project activities to ensure timely and high-quality delivery.
- Facilitate internal coordination with the Project Manager and the **Office and Logistics Manager**.



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- Ensure effective communication between the Project Manager and both internal and external stakeholders.
- Support operational aspects such as project events, training sessions, workshops, logistics, and other field-related activities.
- Maintain a high standard of **confidentiality and professionalism** in managing sensitive project information.
- Contribute to a positive and collaborative office environment.
- Perform **ad hoc tasks and other duties** as assigned by the Project Manager.

Requirements - Eligibility criteria

Candidate must:

- Be an **Albanian citizen**.
- Hold a **university degree** (or equivalent academic qualification) in **Economics, Finance, Business Administration, Human Resources, Communications**, or another field relevant to the position.
- Be **physically fit** to carry out the duties associated with the post.

Requirements - Selection criteria

a. Professional experience and knowledge:

- Minimum of **five (5) years** of relevant professional experience.
- Proven **knowledge of EU regulations**, particularly in the context of external action or technical assistance.
- Sound understanding of **Albanian national regulations**, particularly those applicable to public institutions or project implementation.
- Ability to handle and respect **confidential classifications**, including sensitive government and commercial information, encountered during professional duties.
- **Previous experience in EU-funded projects**, particularly under **indirect management**, will be considered an asset.



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b. General competencies:

- Excellent communication skills in both **English and Albanian**, written and oral.
- Strong **technical, organizational, analytical**, and **problem-solving** abilities.
- Demonstrated **flexibility**, sound judgment, and ability to handle **confidential information** with discretion.
- Capacity to work effectively under **tight deadlines** and adapt to changing priorities.
- Proven ability to **draft clear and concise documents** on complex issues for diverse audiences.
- Excellent **interpersonal skills**, with the ability to work both **independently and collaboratively** in a team.
- Capacity to remain productive under **heavy workloads** and demonstrate **stress resilience**.
- Ability to operate in an **international and multicultural environment**.
- Proficient user of **Microsoft Office** (Word, Excel, PowerPoint, Outlook), **Adobe Acrobat**, and standard office equipment.
- **Additional language proficiency** (especially in **Italian, French, or German**) is an asset.
- Familiarity with **EU policies and institutions** is advantageous.
- Any other **relevant skills or professional experience** may be taken into consideration.



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