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## European Union for Law Enforcement in Albania (2<sup>nd</sup> phase)

### EU4LEA 2

#### RECRUITMENT OF NATIONAL FINANCE OFFICER 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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CIVIPOL

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Tirana, Albania  
E-mail: [info@eu4lea2.eu](mailto:info@eu4lea2.eu)  
<http://www.eu4lea2.eu>



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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 FINANCE OFFICER** to support the EU4LEA 2 team in finance management, including but not limited to project management.

## We offer

We offer the post of NATIONAL FINANCE OFFICER. 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 FINANCE OFFICER. 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.

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



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## 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](mailto: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 FINANCE OFFICER 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 **15<sup>th</sup> April 2025**.



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## European Union for Law Enforcement in Albania (2<sup>nd</sup> phase)

### EU4LEA 2

**Position: National Finance Officer**

#### **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.

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### Purpose of the post:

The National Finance Officer will be responsible for monitoring and managing the project's financial data, ensuring accurate reporting on costs, budgets, and forecasting. Ensures compliance with EU financial regulations, support financial planning, and provide regular updates on the project's financial progress to maintain transparency and accountability.

### Job Description

#### Key Tasks and Responsibilities

The National Finance Officer will:

- Manage project finances, ensuring authorized and recorded expenditure aligns with EU and internal guidelines.
- Reconcile all accounts, including bank and cash transactions, and assist in preparing financial statements such as revenue and expenditure reports, budget performance, key expenditure tracking, and cash flow analysis.



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- Prepare budget proposals for consideration by the Project Coordinator.
- Maintain journal entries and prepare monthly, annual, biannual, and final financial reports.
- Monitor budgetary expenditure in accordance with approved guidelines and regulations.
- Analyse financial reports and statements.
- Prepare budget amendments and pre-financing payments for the Contracting Authority in compliance with EU financial guidelines.
- Prepare annual and biannual expenditure forecasts based on Action activities and ensure timely fund disbursements.
- Handle VAT reimbursement requests and follow up on refund procedures.
- Report any budget anomalies or overspending to the Project Coordinator.
- Assess project cost-effectiveness, identify opportunities for additional billings, and monitor remaining project funds.
- Ensure value for money in respect of all expenditures.
- Prepare and review invoices to ensure they reconcile with revenue and system reports and send them to contractors promptly after obtaining Project Coordinator's approval.
- Review project-related timesheets and obtain Project Coordinator's approval.
- Compile information for internal and external auditors as required.
- Ensure the timely payment of project-related taxes.
- Perform all reasonable duties as required by EU4LEA 2 Management or line supervisors.



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## Requirements Eligibility criteria

### Candidate must:

- be an Albanian citizen.
- hold a University degree (or equivalent academic degree) in Economics, Finance, Business Administration (or other domain relevant to this post) or have relevant professional experience on this field.
- be physically fit to perform the duties pertaining to the post.

## Requirements - Selection criteria

### a. Professional experience and knowledge:

- A minimum of eight years of relevant professional experience
- Proficiency in EU financial and budgetary regulations.
- Proficiency in Albanian tax regulations.
- Ability to understand and respect all confidential classifications (both government and trade nature) of any government or trade documents, statements or other information he/she may be given during the exercise of his/her duties.
- Previous experience in the financial management of EU-funded projects, especially under indirect management, will be considered an asset.

### b. General competencies:

- Very good communication skills in English and Albanian, both orally and in writing.
- Strong technical and organizational abilities, including analytical and problem-solving skills.



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- Excellent interpersonal skills for maintaining internal and external relationships.
- Flexibility, sound judgment, and the capability to respect confidential information.
- Ability to work effectively under deadlines and adapt to changes in priorities.
- Ability to draft clear and concise documents on complex matters for various audiences.
- Very good interpersonal skills, with the ability to work well, both independently and in a team.
- Ability to remain effective under a heavy workload and demonstrate resistance to stress.
- Ability to work effectively in an international and multi-cultural environment.
- Competent user of Microsoft Office applications (MS Word, Excel, PowerPoint and Outlook) and the internet.



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