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

EU4LEA 2

RECRUITMENT OF NATIONAL OFFICE AND LOGISTICS MANAGER 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 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 EU4LEA2 intends to hire a **NATIONAL OFFICE AND LOGISTICS MANAGER** will ensure the efficient operation of the project's IT and communication systems, logistics, and office administration by managing supplies and equipment, maintaining records, ensuring procedural compliance, handling correspondence, tracking expenses, coordinating maintenance, and overseeing daily operations. Responsibilities include managing IT systems and security, coordinating logistics and resource procurement. Acting as the primary liaison with vendors and service providers for procurement related to the logistics of the office, the manager will integrate IT, logistics to support smooth project implementation.

We offer

We offer the post of NATIONAL OFFICE AND LOGISTICS MANAGER. 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 OFFICE AND LOGISTICS MANAGER. 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



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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.

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 OFFICE AND LOGISTICS MANAGER 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 Office and Logistics Manager

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Purpose of the post:

The **National Office and Logistics Manager** will ensure the efficient functioning of the project's **IT systems, communication infrastructure, logistics, and office administration**. Responsibilities include managing supplies and equipment, maintaining records, ensuring procedural compliance, handling correspondence, tracking expenses, coordinating maintenance, and overseeing day-to-day operations. The role also involves managing IT systems and security, coordinating logistics, and overseeing the procurement of resources. Acting as the primary liaison with vendors and service providers for all logistics-related procurement, the Manager will integrate IT and logistics operations to support the smooth implementation of the project.

Job Description

Key Tasks and Responsibilities

The National Office and Logistics Manager will:

- Ensure smooth office operations by organizing procedures, managing correspondence, maintaining filing systems and databases, processing supply requests, and supervising clerical staff.
- Implement office policies by establishing internal standards, tracking performance, and making necessary improvements.
- Manage all logistical aspects of the project office (e.g. rent, utilities, communications, supplies).



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- Coordinate the recruitment, onboarding, and deployment of international and local project experts.
- Provide administrative and logistical support for project activities, including study visits, conferences, training sessions, and workshops.
- Supervise the setup and maintenance of office infrastructure, including layouts, systems, equipment procurement, and repairs.
- Monitor reports and analyze data to provide summaries and identify trends for management.
- Manage project contracts and act as the liaison with vendors and service providers.
- Ensure appropriate staffing levels during absences and peak workloads.
- Handle all project correspondence (digital and hard copy) and maintain records.
- Oversee the proper functioning and maintenance of project premises and the vehicle fleet.
- Conduct cost-benefit analyses to inform operational decisions.
- Coordinate support services (admin, finance, logistics) for international experts, including liaising with the EU Delegation and national authorities for documentation, accommodation, and interpretation.
- Continuously improve internal and external logistics systems and processes.
- Advise on and manage the procurement of new or upgraded technologies and systems.
- Oversee the installation, maintenance, and operation of IT and communication systems in the project office.
- Keep project IT systems and communication channels updated and secure.
- Facilitate effective communication with the team and stakeholders through various channels (written, verbal, digital).
- Advise the Project Manager and team on communications infrastructure and requirements.
- Brief project personnel on the use of IT and communication systems.
- Perform any other duties as assigned by the Project Manager.



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Requirements - Eligibility criteria

Candidate must:

- Be an **Albanian citizen**.
- Hold a **university degree** (or equivalent academic qualification) in **Economics, Business Administration, Information Technology, Engineering**, or another field relevant to the position.
- Be **physically fit** to perform the duties associated with the post.

Requirements - Selection criteria

a. Professional experience and knowledge:

- Minimum of **eight (8) years** of relevant professional experience.
- Proven experience in **office and logistics management** in the context of **international cooperation or donor-funded projects**.
- Demonstrated experience in the **implementation and management of IT networks** and communication systems within **internationally funded project environments**.
- Proficiency in **EU regulations and policies** relevant to project administration and compliance.
- Sound understanding of **Albanian regulations** applicable to logistics, procurement, and office operations.
- Proven ability to handle and respect **confidential information**, including documents of a governmental or commercial nature, in the course of professional duties.
- Previous experience in **EU-funded projects**, particularly under indirect management, will be considered an asset.

b. General competencies:

- Excellent communication skills in **English and Albanian**, both spoken and written.
- Strong **planning and management abilities**.



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- Advanced **technical and organizational skills**, including **analytical thinking** and **problem-solving**.
- Proven expertise in the **installation, configuration, and maintenance of IT systems**.
- Demonstrated **flexibility**, sound judgment, and ability to maintain **confidentiality**.
- Capacity to work under **tight deadlines** and adapt to changing priorities.
- Ability to draft **clear and concise documentation** on complex topics for various audiences.
- Excellent **interpersonal skills**, with the ability to work effectively both **independently and within a team**.
- Resilience and ability to perform well under **heavy workload and stress**.
- Proven ability to operate in an **international and multicultural environment**.
- **Proficiency in additional languages** (such as Italian, French, or German) is considered an asset.
- Any other relevant skills or experiences will be duly taken into consideration.



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