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

EU4LEA 2

RECRUITMENT OF TWO NATIONAL PROJECT ASSISTANTS/INTERPRETERS 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 **two NATIONAL PROJECT ASSISTANTS/INTERPRETERS** to offer language assistance and administrative support. The administrative support includes tasks such as scheduling meetings, coordinating travel arrangements, preparing and managing documents, maintaining records, assisting with reporting requirements, and facilitating communication between stakeholders involved in the Action.

We offer

We offer the post of NATIONAL PROJECT ASSISTANT/INTERPRETER. 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 PROJECT ASSISTANT/INTERPRETER. 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 PROJECT ASSISTANTS/INTERPRETERS 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 Project Assistant/Interpreter

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Purpose of the post:

The **National Project Assistant/Interpreter** will provide both **language assistance** and **administrative support** to the project team. Administrative duties include scheduling meetings, coordinating travel arrangements, preparing and managing documentation, maintaining project records, supporting reporting processes, and facilitating effective communication among stakeholders involved in the Action.

Job Description

Key Tasks and Responsibilities

The Project Assistant Interpreter will:

- Support the Project Team in the execution of day-to-day activities.
- Assist assigned International Experts in achieving project goals and implementing activities, including setting up appointments, taking minutes, and preparing presentations.
- Provide **language and administrative support** to the designated line manager.
- Draft correspondence and maintain an organized **filing system**.
- Provide **logistical and administrative support** for meetings, conferences, training seminars, and other project events.



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- Translate documents (e.g. legal texts, training materials, correspondence) from **English to Albanian and vice versa**.
- Provide **consecutive and/or simultaneous interpretation** during meetings, workshops, seminars, and other official gatherings.
- Manage the maintenance of office archives and project documentation to ensure proper recordkeeping.
- Arrange contacts, meetings, and travel/accommodation logistics for staff and guests.
- Facilitate communication between the project and **Albanian counterparts**, as well as other **national and international stakeholders**.
- Carry out any other related tasks that may arise or be assigned by the line manager.

Requirements - Eligibility criteria

Candidate **must**:

- Be an **Albanian citizen**.
- Hold a **university degree** in a relevant field.
- Be **physically fit** to carry out the duties associated with the position.

Requirements - Selection criteria

a. Professional experience and knowledge:

- Minimum of **five (5) years** of relevant professional experience.
- Excellent **oral and written communication skills** in both **Albanian and English**.
- Proven experience in **interpretation** for both formal and informal settings, including meetings, workshops, seminars, and conferences.
- Demonstrated proficiency in the **translation of written materials** from Albanian to English and vice versa, with a focus on **accuracy and timeliness**.
- **Previous experience in EU-funded projects** will be considered an asset.



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b. General competencies:

- Strong **technical and organizational skills**, including analytical thinking and problem-solving.
- Demonstrated **flexibility**, sound judgment, and ability to handle **confidential information** appropriately.
- Excellent **interpersonal skills** with the ability to work independently and as part of a team.
- Effective communication skills across various levels and using multiple formats.
- Ability to work efficiently under **tight deadlines** and adapt to changing priorities.
- Full understanding and respect for **confidentiality classifications** (governmental and commercial) in all documentation and communication.
- Knowledge of **EU policies and institutions** is considered an advantage.
- **Proficiency in Italian, French, or German** is considered an asset.
- Proficient user of **Microsoft Office** (Word, Excel, PowerPoint, Outlook), **Adobe Acrobat**, and standard **office equipment**.
- Any other **relevant skills or experience** will be duly considered.



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