



Co-funded by  
the European Union



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

### EU4LEA 2

#### RECRUITMENT OF TWO PROJECT DRIVERS 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.



MINISTERO  
DELL'INTERNO



bashkëpunimi  
gjerman

DEUTSCHE ZUSAMMENARBEIT

Implemented by

**giz**  
Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

CIVIPOL

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...

European Union for Law Enforcement  
in Albania (2<sup>nd</sup> phase) EU4LEA 2

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



Co-funded by  
the European Union



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.

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 (Mol), CIVIPOL and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The duration of the Action is scheduled to be around 48 months, depending on contract signature.

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 PROJECT DRIVERS**, a position that will be responsible for providing transport and logistical assistance/handy man for the project

## We offer

We offer the post of PROJECT DRIVER. 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 PROJECT DRIVER. Under this job function the successful candidate will report to and will work under the responsibility of the National Office and Logistics Manager, 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.



MINISTERO  
DELL'INTERNO



bashkëpunimi  
gjerman  
DEUTSCHE ZUSAMMENARBEIT

Implemented by  
**giz**  
Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

CIVIPOL

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 (Mol), Civipol and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH...

European Union for Law Enforcement  
in Albania (2<sup>nd</sup> phase) EU4LEA 2

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



Co-funded by  
the European Union



For additional information such as required profile and relevant job description please check EU4LEA 2 website at: [www.eu4lea2.eu/](http://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](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 **PROJECT DRIVER 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 **19<sup>th</sup> April 2025**.



MINISTERO  
DELL'INTERNO



bashkëpunimi  
gjeran  
DEUTSCHE ZUSAMMENARBEIT

Implemented by  
**giz**  
Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH



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 (Mol), Civipol and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH...

European Union for Law Enforcement  
in Albania (2<sup>nd</sup> phase) EU4LEA 2

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



Co-funded by  
the European Union



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

### EU4LEA 2

#### Position: Project Driver

#### 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.

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.



MINISTERO  
DELL'INTERNO



bashkëpunimi  
gjerman

DEUTSCHE ZUSAMMENARBEIT

Implemented by

**giz**  
Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

CIVIPOL

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 (Mol), Civipol and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH...

European Union for Law Enforcement  
in Albania (2<sup>nd</sup> phase) EU4LEA 2

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



Co-funded by  
the European Union



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.

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 (Mol), CIVIPOL and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The duration of the Action is scheduled to be around 48 months, depending on contract signature.

### Purpose of the post:

The **Project Driver** will be responsible for providing **transportation services** and **logistical support** to the project, including courier tasks and basic handyman duties as required to support daily operations.

### Job Description

#### Key Tasks and Responsibilities

The Driver will:

- Serve as the **primary driver** for the project.
- Provide transportation for **Key Experts and project staff** in Tirana and surrounding areas for meetings, training sessions, and other official activities.
- Assist the **Office and Logistics Manager** in the **maintenance and upkeep of project vehicles**.
- Conduct regular **vehicle inspections** and basic maintenance to ensure roadworthiness and safety.
- Maintain **punctuality** and adhere strictly to assigned schedules.
- Keep accurate records of **travel times, mileage, and incidents**.
- Assist with **loading and unloading materials** or luggage when necessary.
- Maintain strict **confidentiality** and discretion when dealing with sensitive information.



MINISTERO  
DELL'INTERNO



bashkëpunimi  
gjerman

DEUTSCHE ZUSAMMENARBEIT

Implemented by  
**giz**  
Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

CIVIPOL

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 (Mol), Civipol and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH...

European Union for Law Enforcement  
in Albania (2<sup>nd</sup> phase) EU4LEA 2

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



Co-funded by  
the European Union



- Immediately report any **vehicle issues or delays** to supervisors.
- Ensure the vehicle is kept **clean, fueled, and presentable at all times**.
- Perform any other related duties as required by the **line Manager**.

## Requirements - Eligibility criteria

### Candidate must:

- Be an **Albanian citizen**.
- Hold a **valid driver's license** with a **clean driving record**.
- Be **physically fit** to perform the duties associated with the position.

## Requirements - Selection criteria

### a. Professional experience and knowledge:

- Minimum of **five (5) years** of relevant professional driving experience.
- Good command of **spoken English**;
- Solid **familiarity with local and regional roads and routes**.
- Proven ability to handle and maintain **confidentiality** in relation to any sensitive government or commercial information encountered during duties.
- Previous experience in **EU-funded** or international projects would be an asset.
- Familiarity with neighboring countries roads and routes would be an asset.

### b. General competencies:

- Demonstrates **integrity** and ensures **confidentiality**, refraining from disclosing sensitive information.
- Strong **time management skills**, with the ability to meet tight deadlines.
- Excellent **communication and interpersonal skills**, delivering courteous and professional service.



MINISTERO  
DELL'INTERNO



bashkëpunimi  
gjerman

DEUTSCHE ZUSAMMENARBEIT

Implemented by  
**giz**  
Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

CIVIPOL

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 (Mol), Civipol and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH...

European Union for Law Enforcement  
in Albania (2<sup>nd</sup> phase) EU4LEA 2

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



Co-funded by  
the European Union



- Previous experience providing **transport services for international stakeholders**.
- Proven ability to remain **calm and effective** in unexpected situations or emergencies.
- A good command of **spoken Italian, German, or French** is considered an asset.



MINISTERO  
DELL'INTERNO



bashkëpunimi  
gjerman

DEUTSCHE ZUSAMMENARBEIT

Implemented by

**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH



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 (Mol), Civipol and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH...

European Union for Law Enforcement  
in Albania (2<sup>nd</sup> phase) EU4LEA 2

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