



EU4LAW
ENFORCEMENT



European Union for Law Enforcement in Albania (2nd phase) EU4LEA

RECRUITMENT OF NATIONAL EXECUTIVE ASSISTANT AT EU4LEA 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. Albania is moving from reform commitments into implementation, with judicial reform and rule-of-law benchmarks now more tightly linked to EU accession progress and financial support under the Growth Plan.

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

The expected impact of EU4LEA 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 funded by the European Union and co-funded by the German Federal Ministry for Economic Cooperation and Development 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, Civipol and



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Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. It is implemented by the Italian Ministry of Interior (Moi), CIVIPOL and Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. The Action started implementation on 23 March 2025 and has a duration of 48 months.

To this aim EU4LEA 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 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 strong 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 website at: www.eu4lea.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@eu4lea.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 for online and in person interviews **within July 2026**. Once the recruitment procedure has been completed EU4LEA 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 **15th, July 2026**.



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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 Coordinator based in Tirana
- Support international experts by providing contextual information and insights related to the Albanian justice sector.
- Assist the Project Coordinator and team 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.
- Support the management, coherence, and regular updating of the project Logframe and Action Plan, ensuring consistency with project implementation and reporting
- Ensure effective communication between the Project Coordinator and both internal and external stakeholders.
- Provide support in organizing and implementing study visits, training programs, workshops, and public awareness activities.
- Assist the Project Coordinator and Management Team in ensuring that project implementation is compliant with applicable Albanian administrative, labour, and contractual requirements.
- Support the organization and conduct of meetings, including ad hoc interpretation assistance when needed, in order to facilitate communication among project stakeholders.
- 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 Coordinator.

Requirements - Eligibility criteria

Candidate must:

- Be an Albanian citizen.
- Hold a university degree (or equivalent academic qualification) in Economics, Finance, Business Administration, Human Resources, Languages, 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 experience in supporting the planning and implementation of project activities.
- Previous engagement in international cooperation and/or donor-funded projects, preferably in the justice, rule of law or security sector, is an asset.
- Previous experience in EU-funded projects, particularly in the field of external action or technical assistance, will be considered a strong asset.
- Familiarity with the Albanian justice, law enforcement and/or public administration sector, and ability to interact effectively with relevant institutions, will be considered an asset.
- Good knowledge of procedures and project support tasks.

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.