

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

RECRUITMENT OF NATIONAL PROJECT ASSISTANT/LEGAL EXPERT 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 Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH



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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 Project Assistant/Legal Expert for the provision of legal guidance, analysis, and recommendations on legislation and regulatory frameworks. Project Assistant/Legal Expert will ensure compliance with EU standards, support legal reforms, and offer mentorship to project teams and stakeholders. Additionally, he/she will oversee the quality and consistency of legal deliverables, contributing to the project's objectives in areas such as rule of law, governance, and criminal justice.

We offer

We offer the post of **PROJECT ASSISTANT/LEGAL EXPERT**. 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 **PROJECT ASSISTANT/LEGAL EXPERT**. The successful candidate will be fluent in English and with strong technical skills in the given field.

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 **PROJECT ASSISTANT/LEGAL EXPERT 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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European Union for Law Enforcement
in Albania
Tirana, Albania
E-mail: info@eu4lea2.eu



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

Position: National Project Assistant/Legal Expert

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European Union for Law Enforcement
in Albania
Tirana, Albania
E-mail: info@eu4lea2.eu

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.

Purpose of the position:

The **National Project Assistant/Legal Expert** will provide legal guidance, analysis, and recommendations on legislation and regulatory frameworks, ensure compliance with EU standards, support legal reforms, and offer mentorship to project teams and stakeholders. Additionally, he/she will oversee the quality and consistency of legal deliverables, contributing to the project's objectives in areas such as rule of law, governance, and criminal justice.

Job Description

Key Tasks and Responsibilities

The National Project Assistant/Legal Expert:

- Support the permanent experts' direct advice and mentoring relevant institutions, including ASP, MIA, SPAK and the General Prosecutor's Office.
- Assist and brief Permanent Experts on general and specific legal, institutional, and operational issues related to the justice and law enforcement sectors in Albania.
- Contribute to the proper quality of the Actin outputs and to the day-to-day development and implementation of the project work plan.
- Provide administrative and coordination support related to legal and institutional activities of the Action, including document preparation, follow-up of meetings, and communication with relevant stakeholders.
- Draft minutes of meetings and provide interpretation support in restricted and highly sensitive meetings, as required.
- Conduct in-depth legal research on Albanian legislation and relevant European and international standards with particular focus on criminal justice, rule of law, and law enforcement-related matters.
- Draft detailed notes, briefings and reports on Albanian legal regulations and practices relevant to the project.
- Assist during international monitoring and evaluation processes, including MONEYVAL, GRECO, EU accession reporting, and other international assessment mechanisms.
- Coordinate with Albanian and international interlocutors, agencies and organizations; support the review and updating of Albanian legal texts in line with ongoing or forthcoming legislative developments; and maintain close cooperation with government officials, international organizations and specialized institutions on legal developments.
- Participate in meetings with national and international stakeholders, ensuring proper coordination and communication of the Action's activities as requested by the Project Coordinator.

- Support the preparation and implementation of study visits, training activities, workshops and public awareness initiatives, including through legal and organizational input where required.

Requirements - Eligibility criteria

Candidate must:

- Be an Albanian citizen.
- Advanced university degree in Law.
- Be physically fit to carry out the duties associated with the post.

Requirements - Selection criteria

Professional experience and knowledge

- Legal Expertise Excellent knowledge of the Albanian legal language and legal system.
- Minimum 7 years of professional legal experience.
- Proven thorough knowledge of the Albanian criminal justice legal framework, and good knowledge of European and international instruments and standards in Justice and Home Affairs (JHA).
- Familiarity with FATF standards, MONEYVAL methodology, AML/CFT frameworks and international cooperation mechanisms is considered a strong asset.
- Demonstrated experience supporting international organizations, donor-funded projects or EU-funded technical assistance programs
- Demonstrated experience in criminal justice reform, prosecution, judicial institutions or rule of law programs.
- Experience in the field of criminal law with prosecution services and/or policing is a strong asset.
- Communication Excellent oral and written communication skills in English and Albanian.
- Excellent legal analytical skills with the ability to perform in-depth legal research and apply legal principles to real-life situations.
- Strong ability to liaise and coordinate with representatives of beneficiary and national and international institutions.
- Excellent reporting and analysis capacities, with a result-oriented approach.
- Ability to effectively communicate solutions to problems in different legal environments and provide advice on day-to-day questions from the final beneficiaries.
- Project familiarity with institutional building and justice reform projects.
- Personal attributes flexibility, maturity of judgment, ability to work under direction and use own initiative, effective communication at multiple levels, ability to work under pressure and maintain deadlines, irreproachable conduct, and ability to work with discretion and guarantee absolute confidentiality.
- Proficiency in IT, particularly with Microsoft Office packages, and office equipment.