



Twinning Project:

STRENGTHENING THE CAPACITY OF THE ALBANIAN ROAD AUTHORITY IN APPLYING GOOD GOVERNANCE PRACTICES FOR PLANNING, MANAGING, PROCURING, IMPLEMENTING AND MAINTAINING ROAD INVESTMENTS

TWINNING REFCEC NUMBER: AL 16 IPA TR 01 19

PUBLICATION NOTICE REFERENCE: EuropeAid/164539/DD/ACT/AL

is seeking to recruit:

Full-time Assistant to the RTA (Resident Twinning Adviser)

The objective of the project is to enhance capacities of the specific objective of this Project is to strengthen the Albanian Road Authority (Autoriteti RRugor Shqiptar) capacity and its staff competences in their role as the main executive agency for planning and management of investments and maintenance of Albanian national road network in sustainable and effective way and in line with the EU standards and EU best practices, also helping ARA to develop into a self-financing institution.

Duration: 23 months (date: from November 2019 until October 2021).

Contract type: fixed term service contract

The location : positions are based in:

Albanian Road Authority (Autoriteti RRugor Shqiptar)

Rruga Sami Frasheri 33, Tirana (Blloku area), Albania

Starting date: as soon as possible.

This position will report directly and will be supervised by the RTA.

Requirements/Candidate profile:

- ✓ Excellent command of spoken and written English and Albanian language;
- ✓ University degree;
- ✓ Previous experience in office management;
- ✓ Excellent organizational, analytical and communication skills;
- ✓ Ability to establish and maintain effective working relations;
- ✓ Advanced usage of computer and office software packages (MS Word, Excel, Power point, MS Project etc.);
- ✓ Knowledge of relevant Government policies, laws, external assistance and operational structures affecting the regional development and infrastructural sector;
- ✓ Knowledge on public administration and especially being familiar with the Albanian Road Authority and Ministry of Infrastructure and Energy;
- ✓ Ability to work under pressure and be able to prioritize.

This project is financed by the European Union

Additional qualifications which would be considered as advantage:

- Previous working experience in twinning projects or other EU funded projects;
- Knowledge of Polish can be an asset.

Job description/responsibilities:

- ✓ Act as a principal assistant to the RTA (in all activities of the Project);
- ✓ Assisting to the RTA in organization of experts' missions, trainings, seminars, workshops, steering committee meetings, and other project events;
- ✓ Arrangement of travel, booking accommodation and organization of study visits;
- ✓ Drafting of written materials in English and Albanian;
- ✓ Overall management of the office administration, including filling, organizing trainings, expert missions, local travels, general desk office work etc.;
- ✓ Maintenance and reconciliation of project's basic budget accounting records (project journal, mission certificates, financial reports), archiving of financial documentation (invoices, etc.);
- ✓ Procurement and management of office supplies;
- ✓ Organization of meetings in cooperation with partners of the Beneficiary Country and Member State Countries, preparing meeting agenda and taking minutes;
- ✓ Developing and maintaining close working contacts and relationships with Beneficiary Country, Member State Countries and European Union Delegation to Albania officials involved in each of the activities and the project management;
- ✓ Act as a translator and interpreter when needed;
- ✓ Verify accuracy and consistency of presentations and translations of technical materials into Albanian and English;
- ✓ Drafting and editing minutes of meetings, assisting to the RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents;
- ✓ Office management, monitoring telephone and general correspondence.

Interested candidates are requested to submit their CV and cover letter of application in English via e-mail to the following address: twinningarrsh@gmail.com by 5th of November 2019 by 16:30 p.m. Albanian time.

Shortlisted candidates only will be invited to attend an interview.

Selected candidates will sign a contract with the Ministry of Economic Development of the Republic of Poland.

Selected candidates shall provide a tax certificate which proves that he/she pays taxes on the remuneration.

The above mentioned Twinning project is funded by the European Union and will be implemented by the Ministry of Economic Development of the Republic of Poland in cooperation with the Albanian Road Authority.