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SEARCH FOR A LOCAL ADMINISTRATIVE ASSISTANT

International Monitoring Operation (IMO)

Support to the process of re-evaluation of Judges and Prosecutors in Albania

PUBLICATION REF.: IMO/LADM2

1. BACKGROUND

The Austrian Federal Ministry of Justice (BMJ) in cooperation with aed - Agency for Economic Cooperation and Development and the Italian High Council of the Judiciary (the Contracting Authority of this tender and grant "Beneficiaries") and the Delegation of the European Union to Albania (EUD) is searching for a qualified expert from Albania for the position of a long-term and full-time Administrative Assistant who provides his/her know-how to the above mentioned EU action grant in Albania until February 2020.

The overall objective of the action is to align the Albanian justice system with the EU acquis and best international practices. The specific objective is to increase the professional quality of judges and prosecutors, reduce the impact of organised crime, politics and corruption in the delivery of justice, and enhance the integrity and accountability of judiciary institutions.

Interested applicants are expected to examine carefully and comply with all instructions and specifications contained in this tender dossier. Failure to submit an application containing all the required information and documentation within the set deadline will lead to the rejection of the application.

2. DESCRIPTION OF THE ASSIGNMENT

Under the supervision of the Project Manager (PM), the successful candidate will assist the PM (and the entire IMO team if required) in the day-to-day implementation of the project, i.e. overall management of the office administration, coordination, controlling and accounting, drafting of written materials (incl. minutes of meetings, reports), facilitating internal and external communication, etc. The working language of the project is English.



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3. REQUIRED EXPERT PROFILE

- University degree in Administration, Accounting, Social Sciences, Project Management, and minimum of 3 years of work experience as an Administrative Assistant,
- OR**
- degree from a professional school in the above-mentioned topics and a minimum of 5 years of work experience as an Administrative Assistant.
 - Experience in an EU or donor-funded project and/or in a legal context will be considered an advantage.
 - Excellent written and spoken proficiency in English.
 - Full computer literacy in Word, Excel, PowerPoint and/or in other presentation software.
 - Very good oral and written communication and presentation skills.
 - Proven coordination and management skills.
 - High degree of independence, strong own initiative and flexibility, discretion and professionalism.
 - Practical experience in translation and interpretation English-Albanian-English would be considered an advantage.

4. DURATION AND LOCATION OF THE ASSIGNMENT

Availability must be ensured for a long-term and full-time engagement until 16 February 2020 and high preference will be given to candidates with quick availability (as of November 2018). Location of work is Tirana, Albania (no remote work foreseen). Monthly remuneration (contract for work and labour) is € 1,100.

5. SUBMISSION OF APPLICATIONS

Applications containing an English CV in EUROPASS format and a motivation letter must be received **until 7 October 2018** at the following email address - mentioning the publication reference **IMO/LADM2** in the email header or body: hr@aed.or.at

6. SELECTION PROCEDURE

Only applications received until the deadline will be reviewed. Shortlisted candidates will be invited to a personal interview in Tirana with the Evaluation Committee. The selection



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procedure shall be based on professional background, relevant work experience, language skills etc. according to the requested qualifications mentioned above.