



NOTICE

Overview

CIMA is contracting a local coordinator for BE DRIN project (<http://www.bedrin.eu/>). The objective of the BE DRIN project, taking place within the Drin river basin (Western Balkans), is to enhance volunteers management capacities of the third countries partners, in order to ensure compliance with standards and procedures of the EU Aid Volunteers Initiative, and to facilitate their undergoing in EUAV certification process.

The project also aims to strengthen the Hosting Organizations' capability to respond to humanitarian crisis through the effective impact of the EU Aid Volunteers' work on the ground, in the field of hydrologic disaster risk management, preparedness and response.

BE DRIN Local coordinator - Albania

Location: TIRANA

Position type: Local consultant

Description of position: Local coordinator assist GDCE and the stakeholders of Albania for the implementation of BE DRIN

Duration: 12 months

Employer: CIMA Foundation BRANCH ALBANIA

Amount: 680 € per month (net value)

Expected starting date: July 1st, 2016

The present notice will expire on 16 June 2016 - time: 17:00

Objective of the assignment:

The expert will:

1. Support General Directorate of Civil Emergency - Ministry of Interior (GDCE) and Qendra Vullnetare end Emergjencave Civile Albania (Q-VEC), to organize manage and

CIMA Research Foundation

International Center on Environmental Monitoring

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Ministry of Agriculture, Forestry and Rural Development



- implement the activities foreseen by the BE DRIN project, including financial and technical reporting for the Institutions;
2. Support GDCE and Q-VEC with certification procedures required by the EU AID Volunteer Initiative (https://eacea.ec.europa.eu/eu-aid-volunteers/actions/eu-aid-volunteers-certification-mechanism-for-sending-and-hosting-organisations_en);
 3. Support, also by translating documents and helping actively during in field missions and trainings, personnel of the BE DRIN consortium deployed in the territory of Albania;
 4. support the fostering volunteerism in Civil Protection activities by sustaining initiatives promoted by the BE DRIN project towards the approximation and improvement of countries' legislative framework and inter-institutional arrangements;
 5. Promote and showcase the EU AID Volunteer initiative disseminating as much as possible its potentialities;
 6. Support CIMA Foundation (as financial manager of the consortium) in monitoring of expenses, gathering project related documentation, arrange and support logistical arrangements of activities;
 7. Support consortium partners in the implementation of awareness raising activities and any further necessary actions required from synergies developed with other projects in the area.

The expert will act under the supervision of CIMA, Albanian General Directorate of Civil Emergencies in liaison with QVEC.

Features of the candidate

PROFESSIONAL EXPERIENCE

Professional Experience

- Knowledge of Albanian Civil Protection and volunteering systems.
- Knowledge of the EU Volunteering system and of EU AID Initiative and EU AID certification mechanism.
- Ability to negotiate with counterpart government officials and with other technical agencies.



- Proven experience of working in multicultural environments.
- Familiarity with civil protection and volunteerism systems, related normative and institutional frameworks in Albania. Knowledge on EU system will be considered.
- Well-developed knowledge of the Partner Countries' legal and institutional civil protection/volunteer system.
- At least 3 years of proven practical experience in the field of civil protection and/or volunteerism.
- Experience in working with governmental institution and/or volunteering organizations will be considered as an advantage.

Training and Qualification

- Excellent skills in technical writing.
- Fluency in English (written and spoken) and local language.
- A University Degree or equivalent education in the field of disaster risk management or related field will be considered added value.

Other Requirements

- Excellent communication skills, high responsibility, initiative and punctuality.
- Diplomacy, and the ability to encourage and facilitate cooperation between governmental entities, volunteering organizations and between nations in the field of Civil Protection and volunteerism.
- Good operational knowledge of Civil Protection activities, Institutional and Legal frameworks in the field of civil protection and volunteerism, knowledge of Albania Volunteering systems.
- Good knowledge of computer applications (Microsoft Office, E-mail, Internet, etc.).

Selection modalities

A first selection will be based on the analysis of CV.

Eligible candidates will be invited for an interview; the interview will be conducted by conference call with headquarter of CIMA in Savona.

CIMA Foundation - for BEDRIN Consortium - will inform all the candidates on the selection result **by June 24th, 2016.**



Applicant must send to selezioni@cimafoundation.org the following documentation:

1. application form signed (application form can be downloaded from CIMA website at the following link www.cimaundation.org/en/ under the session OPEN POSITION).
2. detailed CV.
3. motivation letter.
4. copy of the Identity Document.
5. Statement required by Article 57 of the Directive EC 2014/24/UE (Application Form can be downloaded from CIMA website at the following link www.cimaundation.org/en/ under the session OPEN POSITION).

CIMA reserves the right to terminate the present procedure at any time, for its own reasons and the applicant cannot make any claims against CIMA.

Any information or request of clarifications can be sent by email to: selezioni@cimafoundation.org.

Savona, 7th June 2016

Managing Director

Luisa Michela Colla
Il Direttore di Gestione
Dott.ssa Luisa Michela COLLA

A handwritten signature in blue ink, appearing to read "Luisa Michela Colla".