

## Notice

### Overview

On behalf of the PRO-NEWS consortium, which is a EU funded project, CIMA is looking for a Liaison Officer for the implementation of the Programme's activities in Albania. PRO-NEWS is a EU funded programme for Improving National Early Warning System and Flood Prevention in Albania - whose specific objective is to further increase the capacity of the Albanian General Directorate for Civil Emergencies to prevent and respond to disaster management. PRO-NEWS has 5 components of intervention: 1) Improvement of the Legal and Institutional framework on Early Warning, Flood Management and Civil Protection; 2) Development of Flood Hazard Maps according to the provisions of EU Floods Directive; 3) Improvement of Flood Early Warning and integration into the European Flood Awareness System (EFAS); 4) Promotion of the development of awareness raising campaigns and the adoption, among the population, of correct behavior in case of emergency; 5) Assistance to Albanian institutions in accessing the European Union Civil Protection Mechanism (EUCPM).

### PRO NEWS Liaison Officer – Albania

**Location:** TIRANA (Ministry of Internal Affairs).

**Position type:** Senior expert, non-permanent full time employer.

**Duration:** July 2017 – November 2018.

**Employer:** CIMA Foundation, Branch of Albania.

**Amount :** Net salary estimation 1,400 EUR/month.

**Expected starting date:** 1 July 2017.

**The Present Notice will expire on 1<sup>ST</sup> June 2017 at 5:00 p.m.**

### Objective of the assignment:

The expert will:

1. Support General Directorate of Civil Emergencies – Ministry of Internal Affairs to organize, manage and coordinate all the work and the activities between the stakeholders in the framework of PRO NEWS Project.

#### Fondazione CIMA

Centro Internazionale in Monitoraggio Ambientale

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Iscrizione al Registro delle Persone Giuridiche n. 34/UTG di Savona • P.IVA 01503290098 • C.F. 92085010095

2. Providing technical guidance and support to the consortium.
3. Support consortium partners to arrange the communication with the beneficiaries.
4. Report periodically the continuity of the implementation of the project to Albanian General Directorate of Civil Emergencies and General Directorate of Strategic Planning and Integration.
5. Leading in the formation and supporting the operation of the Project Monitoring.
6. Assisting GDCE in monitoring the post-implementation activities and assisting in the participatory the evaluation of component's implementation.
7. Working closely with the beneficiaries to conclude any requirement that can come out during the project implementation.
8. Following up the correspondence for the party of GDCE.
9. Will set up the communication between consortium partners and the local government.
10. Will coordinate the work of local experts.
11. Will be the focal point of the project, and member of Steering Committee Secretariat, will participate and when necessary report during the Steering Committee meetings.
12. Will report for the implementation of the project on the legal point of view at the Secretary General of MOI.

*\*The officer will act under the supervision of PRO-NEWS Programme Director, DG of Albanian General Directorate of Civil Emergencies and General Secretary of MOI”.*

## **Selection Criteria**

### **Professional experience**

- Knowledge of Albanian Civil Protection system.
  - Knowledge of Albanian Civil Protection Legal Framework.
  - Ability to negotiate with counterpart government officials and with other technical agencies.
  - Ability to coordinate the work and the activities between the beneficiary institutions.
  - Proven experience of working in a EU's Project implementation at least 1 year.
  - Familiarity with related normative and governmental institutional frameworks in Albania.
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- 5 years of work experience in the field of Civil Protection or equivalent and at least 2 years of experience in working with Civil Protection at national level (as internal/external staff).

### **Education and Qualification**

- A University Degree in Juridical Science, Political Science or equivalent education in the field of DRM (at least with a Scientific Master).
- Fluency in English and Albanian (written and spoken), good command of the Italian language would be considered as an asset
- Excellent skills in technical writing.
- Excellent skills in communication.
- Certificates of trainings/seminars on CP, would be an added value.

### **Other Requirements**

- High responsibility, initiative and punctuality.
- Diplomacy, and the ability to encourage and facilitate the cooperation between governmental entities.
- Good knowledge of Civil Protection activities.
- Good knowledge of computer applications (Microsoft Office, E-mail, PPT etc).

PRO NEWS applies an equal opportunities policy and accepts applications without distinction on the ground of sex, race, color, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

### **Selection Procedures**

Eligibility of candidates will be assessed by a Selection Committee on the base of CV and according to compliance with all the eligibility and selection criteria. Eligible candidates will be invited for an interview that will be conducted also by conference call.

On behalf of PRO-NEWS consortium, CIMA Foundation will notify the selection results to the candidate by inform the candidates by 16 June 2017.

### **APPLICATION PROCEDURE**

Applicants must send the following documentation to [selezioni@cimafoundation.org](mailto:selezioni@cimafoundation.org) no later than 1<sup>st</sup> June 2017 at 5 p.m.:

1. Signed Application form (application form can be downloaded at the following website [www.cimafoundation.org/en](http://www.cimafoundation.org/en) under the session OPEN POSITION).
2. Detailed CV.
3. Copy of ID document.
4. Statement required by Article 57 of the Directive EC 2014/24/UE (template of statement can be downloaded at the following website [www.cimafoundation.org/en](http://www.cimafoundation.org/en) under the session OPEN POSITION).
5. Copy of certificates of trainings.



6. Copy of Bachelor Degree plus copy of MsC Degree.
7. Motivation letter.

Any information or request of clarification must be sent by email to:  
[selezioni@cimafoundation.org](mailto:selezioni@cimafoundation.org)

Savona, 18 May 2017

Luisa Michela Colla

A handwritten signature in black ink that reads "Luisa Michela Colla". The signature is written in a cursive style with a horizontal line at the end.