

Notice

Overview

The Programme for Improving National Early Warning System and flood prevention in Albania (PRO NEWS) is an EU funded project started on January 2017 and running until November 2018. PRO NEWS aims to further increase the capacity of the Albanian General Directorate for Civil Emergencies to prevent and respond to disaster focusing on 5 areas 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).

On behalf of the PRO NEWS Consortium, CIMA is looking for a Legal Assistant in order to support the activities related to the Improvement of the Legal and Institutional framework on Early Warning, Flood Management and Civil Protection.

PRO NEWS Legal Assistant – Albania

Location: TIRANA

Position type: Junior Expert

Duration: One year

Employer: CIMA Foundation, Branch of Albania

Amount: 700 Euro/month net amount

Expected starting date: 30 October, 2017

The Present Notice will expire on 5 October 2017 at 5:00 p.m.

Fondazione CIMA

Centro Internazionale in Monitoraggio Ambientale

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Objective of the assignment

The Expert will:

1. Support Liaison Officer to organize, manage and coordinate all the work and the activities between the stakeholders in the framework of the implementation of Component B.
2. Support to identify the list of legal acts to be developed/updated.
3. Preparation of list of legal acts/procedure to be developed.
4. Assessment of Emergency Plans at prefectural level.
5. Supporting the development, update and harmonization of the guidelines for emergency plans in accordance with the new legal framework of civil protection.
6. Assisting revision, update and unification of Prefectural Emergency Plans, in close relation and cooperation with Prefectures, on the basis of the updated guidelines.
7. Liaise with Prefectures to carry out the work related to the update/harmonization of the Emergency plans.
8. Carry out, if necessary, short field missions in the Albanian Prefectures to implement the above mentioned activities.
9. Provide administrative support when needed.

The officer will act under the supervision of PRO-NEWS Programme Director, the Liaison Officer and the PRONEWS Legal Expert.

Selection Criteria

Professional experience

- Knowledge of Albanian Civil Protection system.
- Ability to negotiate with counterpart government officials and with other technical agencies.
- Familiarity with related normative and governmental institutional frameworks in Albania.
- Experience in the field of Civil Protection preferably in the sector of Planning.
- Knowledge of Albanian prefectures, role, responsibilities and relevant procedures and legal frameworks would be an asset.
- Working experience with Albanian prefectures would be an asset.

Education and Qualification

- A University Degree in Social, Legal or scientific sciences.
- Fluency in English and Albanian (written and spoken).
- Excellent skills in communication.

Other Requirements

- High responsibility, initiative and punctuality.
- Good knowledge of Civil Protection activities.
- Good knowledge of computer applications (Microsoft Office, E-mail, PPT etc).

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 informing the candidates **by 24 October 2017**.

Application Procedures

Applicants must send the following documentation to selezionicimafoundation@pec.it no later than **5 October 2017 at 5 p.m.**

1. Signed Application form (application form can be downloaded at the following website 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 under the session OPEN POSITION).
5. Copy of certificates of trainings.
6. Copy of Bachelor Degree.
7. Motivation letter.

Any information or request of clarification must be sent by e-mail to selezionicimafoundation@pec.it. The subject should includes the following reference: "PRO NEWS Legal Assistant – Albania".

Savona, 15 September 2017

Luisa Michela Colla

