



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 the following experts in order to support the activities related to the Improvement of the Legal and Institutional framework on Early Warning, Flood Management and Civil Protection:

- ✓ **N. 6 Data Rescue Experts**
- ✓ **N. 1 Archivist**
- ✓ **N. 1 Senior Meteorological Expert**
- ✓ **N. 1 Hydrometric Expert Consultant**

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 for each position described below. 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 5 February 2018**.

Application Procedures

Applicants must send the documentation to branchcimafoundation@pec.it no later than **21st January 2018 at 5 p.m.**; the subject of the email should clearly refer to ONE of the position that the candidate is applying for. The documentation required by this call is the following:

1. Signed Application form (application form can be downloaded at the following website www.cimafoundation.org under the session OPEN POSITION). Application form should

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clearly refer to the name of the Position that the candidate is applying for; exact name are reported in the session describing the open positions

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 under the session OPEN POSITION).
5. Copy of certificates of trainings.
6. Certification of finalized or ongoing university studies (if requested by the selection criteria).
7. Motivation letter.

Any application not received in due time at the specified address will not be considered. Applications need to be written in English.

Any information or request of clarification must be sent by e-mail to branchcimafoundation@pec.it. The subject should includes the exact title of the position for which the candidate expert is applying for.



Position: PRO NEWS Data Rescue Expert – Albania

Location: TIRANA

Position type: Expert

Duration: six months with possibilities of extension up to nine months

Employer: CIMA Foundation, Branch of Albania

Amount: 400 Euro/month net amount

Expected starting date: 15 February, 2018

Objective of the assignment

The main duty of the data rescue expert is to digitize meteorological observation data archives following the Guidelines on Best Practices for Climate Data Rescue of the World Meteorological Organization (WMO) (https://library.wmo.int/opac/doc_num.php?explnum_id=3318). The expert will type the data including observations of meteorological variables and metadata from the paper archives to worksheets. In addition to the data digitization, creating electronic images of the paper archives (scanning or photographing) may be required. The paper archives are located in the Institute of Geosciences, Energy, Water and Environment (IGEWE) in Tirana where the data rescue activities will take place. Training on data rescue will be provided for selected experts. The data rescuers will be supervised by the senior meteorological expert and IGEWE staff.

Selection Criteria

The candidate should fulfill the following requirements:

- University Degree or ongoing university studies or proven experience with meteorological observations/data management.
- Basic working knowledge of English and fluency in Albanian.
- Good knowledge of computer applications, especially MS excel.
- Ability to perform repetitive tasks with punctuality and attention to detail.
- High sense of responsibility and ability to work independently.
- Knowledge of meteorology, climatology or hydrology would be an asset.
- Experience in meteorological data management or processing large amounts of hydro-meteorological data would be an asset.



Position: PRO NEWS Archivist – Albania

Location: TIRANA

Position type: Expert

Duration: Six months with possibilities of extension up to nine months

Employer: CIMA Foundation, Branch of Albania

Amount: 400 Euro/month net amount

Expected starting date: 15 February, 2018

Objective of the assignment

The main duty of the archivist is to support a team of data rescue experts who will digitize meteorological observation data archives following the Guidelines on Best Practices for Climate Data Rescue of the World Meteorological Organization (WMO) (https://library.wmo.int/opac/doc_num.php?explnum_id=3318). The data rescue experts will type the data including observations of meteorological variables and metadata from the paper archives to worksheets. The archivist will catalogue and sort the paper archives of the needed records for the data rescue experts and provide support in identification of the correct paper archives for digitization. The archivist will ensure that the paper archives will be sorted and catalogued in orderly manner to be stored after the data digitalization has been carried out. In addition to the data digitization, creating electronic images of the paper archives (scanning or photographing) may be required and be supported by the archivist. The paper archives are located in the Institute of Geosciences, Energy, Water and Environment (IGEWE) in Tirana where the data rescue activities will take place. The data rescue experts and archivist will be supervised by the senior meteorological expert and IGEWE staff.

Selection Criteria

The candidate should fulfill the following requirements:

- University Degree or ongoing university studies or proven experience with archiving activities.
- Basic working knowledge of English and fluency in Albanian.
- Ability to perform repetitive tasks with punctuality and attention to detail.
- High sense of responsibility and ability to work independently.
- Knowledge of meteorology, climatology or hydrology would be an asset.
- Experience in meteorological observations and/or managing meteorological archives would be an asset.



PRO NEWS Senior Meteorological Expert – Albania

Location: TIRANA

Position type: Senior Expert

Duration: Six months with possibilities of extension up to nine months

Employer: CIMA Foundation, Branch of Albania

Amount: 800,00 Euro/month net amount

Expected starting date: 15 February, 2018

Objective of the assignment

The main duty of the Senior Meteorological Expert is to supervise a team of six data rescue experts and one archivist who will digitize meteorological observation data archives following the Guidelines on Best Practices for Climate Data Rescue of the World Meteorological Organization (WMO) (https://library.wmo.int/opac/doc_num.php?explnum_id=3318). The data rescue experts will type the data including observations of meteorological variables and metadata from the paper archives to worksheets. In addition to the data digitization, creating electronic images of the paper archives (scanning or photographing) may be required. The senior meteorological expert will monitor and advise the data rescue experts and archivist on data rescue activities, making sure that the work is done in efficient and high quality manner. Furthermore, the senior meteorological expert will perform basic quality control to the rescued data and assist in data digitization. The selected expert will report to the IGEWE meteorological supervisor and PRONEWS Programme Management Team of the process of data rescue and possible problems that may affect the efficient completion of the data rescue activity. The paper archives are located in the Institute of Geosciences, Energy, Water and Environment (IGEWE) in Tirana where the data rescue activities will take place. Training on data rescue will be provided for the senior meteorological expert and selected data rescue experts.

Selection Criteria

The candidate should fulfill the following requirements:

- University Degree in meteorology, climatology or closely related field.
- Proven expertise in meteorology or climatology, especially meteorological and climate data management and quality control or observations.
- Good knowledge of computer applications, especially MS excel.
- Punctuality and attention to detail.
- High level of responsibility and dedication in the coordination of the team work.
- Ability to work independently and as a part of a team.



- Experience in coordinating and organization of the work of team of experts would be an asset.
- Fluency in English and Albanian (written and spoken)



Position: PRO NEWS hydrometric Expert Consultant- Albania

Location: TIRANA

Position type: Hydrometric Expert Consultant

Duration: nine months

Employer: CIMA Foundation, Branch of Albania

Amount: 7.200,00 Euro net amount

Expected starting date: 15 February, 2018

Objective of the assignment

The objective of the assignment is compute the rating curves for the historical dataset of measurements of IGEWE; historical series of pairs of water level (h) and discharge (Q) are available at IGEWE for 86 different river sections.

In a given section of a river, the rating curve is the correlation between hydrometric (river water) level recorded at the site and the flow rate (discharge). This relationship is developed at hydrometric stations to enable the transformation of the recorded series of hydrometric levels into discharge.

The definition of a rating curve needs a series of pairs of hydrometric level (h) and discharge (Q) arising from field campaigns. These data are available at IGEWE for 86 river sections, all must be used. For a section determination of the rating curve must consider a number of aspects:

- 1) Defining and verifying the hydrometric level for which the discharge is zero;
- 2) Determination of the rating curve within the range of the data pairs using numerical procedures in accordance with the guidelines of the relevant ISO International Standards (e.g. ISO/TC 113). This includes:
 - a. The determination of intervals of the hydrometric level for which different rating curves are valid with reference to the section geometry;
 - b. The uncertainty of the rating curve estimate;
 - c. The time period for which the rating curve is valid.
- 3) Extrapolation of the rating curve to values outside the range of the data pairs for high and low flows.



The Expert tasks are:

1. Data gathering and analysis of the datasets available at IGEWE. This includes the evaluation, for each river section, of the number of hydrometric level and discharge pairs along with their consistency and the quality, and subsequent selection the river sessions to be analyzed (reference material: "Manual on Stream Gauging, Vol. I: Fieldwork – WMO").
2. Digitalization of the measurement data sets (at least date/time, discharge, water level; for a more complete list of the required information see Manual on Stream Gauging, Vol. II: Computation of Discharge– WMO – section 1.5.1) for each river section that has adequate data.
3. Preparation of the rating curves for at least 70 selected river sections and for different time periods of validity (Reference document Manual on Stream Gauging, Vol. II: Computation of Discharge– WMO)
4. Application of the rating curves to already digitalized time series of water level, quality control and consistency analysis.

The outputs of the four tasks are:

- Task 1: Report, description of the database, consistency, quality and numerosity (due at the end of month 1);
- Task 2: Digitalized dataset (see 2 above, csv format) (due at the end of months 1);
- Task 3: Reporting of the rating curves in analytical, tabular and graphical formats taking the form of:
 - a) Rating curve dataset (csv format) (Months 2-6);
 - b) Report on rating curve calculation, description of methodology used (reference WMO Manual on Stream gauging), time range of validity(Months 2-6);
- Task 4: Report on consistency analysis, refinement and quality control (due at the end activity, month 6);

All the documents, reports and files, will be in English language.

The consultant will act under the supervision of PRO-NEWS Programme Director, Expert of ECMWF and will strongly collaborate with IGEWE referent person.

Payment method:

The payment of the consultant will be distributed in three installments. The withholding task will be deducted from each payment.

- First installment, 20%, upon the fulfilling of tasks 1 and 2.
- Second installment, 30%, upon the fulfilling of the task 3 a and 3 b.
- Final installment, 50%, at the end of the assignment upon fulfilling the all the tasks.



Selection Criteria:

Professional experience

- Experience in the field of hydrology or measurement of environmental variables.
- Experience data elaboration.
- Experience with hydrological or meteorological data.
- Experience in the application of relevant international and local standards for hydrometric measurements.

Education and Qualification

- A University Degree in Civil Engineering, Environmental Engineering, Physics, Mathematics.
- Fluency in English and Albanian (written and spoken).
- Excellent skills in communication and team work.

Other Requirements:

- High responsibility, initiative and punctuality.
- Good knowledge of Albanian hydrological systems.
- Good knowledge of relevant computer applications (at least Excel or Open Office Calc, Microsoft Office or Open Office, E-mail, PPT etc).

Savona, 2nd January 2018

Luisa Michela Colla

Fondazione CIMA
Il Direttore di Gestione
Dott.ssa Luisa Michela COLLA