



Project "Capacity Building for the Ministry of European Integration (MEI) and line ministries for the preparation of the negotiation process and legal approximation"

This Project is financed by the EU

TERMS OF REFERENCE

Project No.:	2016/378889/1
Project Title:	Capacity building for the Ministry of European Integration and line ministries for the preparation of the negotiation process and legal approximation (SMEI IV)
Title of the Post:	Project assistant/ translator with local experience, an Albanian native speaker with exemplary English skills,
Duty Station:	Tirana Albania
Duration of Assignment:	24 months (The position will be subject to a three-month probationary period)

Duties and responsibilities

The Project assistant/ translator will be responsible for providing administrative assistance in general project implementation and execution of day-to-day tasks, as well as translation tasks for the needs of the project and the project team. He/ She will provide assistance in comprehensive secretarial and administrative tasks, including drafting correspondence, taking of minutes, and organization of venues, trainings, workshops and other capacity building activities as per the Projects plans. The Project Assistant is required generally to assist the Team Leader, the team of long-term Key Experts and other Short-Term Experts to deliver the project's planned outputs. He/she is specifically required to assist the team by providing wide-ranging logistical and secretarial support. The Project assistant/ Translator carries out his/her functions under the direct supervision of the Project Team leader. Specifically, the incumbent will:

- Deal with all logistical and secretarial issues arising during project implementation;
- Undertake all routine functions of office management and project support;
- Assist in the organizational management of the Project Office;
- Provide professional translations and text editing in English language, as required;
- Keep the office accounting;
- Assist in planning, co-ordination and submission of project reports;
- Advise effectively and diplomatically with project team;
- Administration and maintenance of common-use office equipment;
- Correspondence (phone, fax, e-mail);
- Organisation of logistical support for conferences, presentations, trainings etc.;
- Maintain records of Short Term Experts' reports;
- Assist in printing and editing project reports and other materials when required;
- Take care of experts' timesheets check and signature;
- Produce Minutes of the Steering Committee Meetings, and other official meetings;
- Prepare PowerPoint presentations on request of the Team Leader;
- Any other tasks appropriate to the smooth-running of the project office;
- Liaise with project counterparts on day-to-day implementation of project activities;
- Perform other duties as determined by the Project Team Leader.

COMPETENCIES

Professionalism

Proficiency in English and Albanian language. Awareness of EU Integration process. Demonstrated ability to manage processes and maintain accurate records. Ability to work independently and to maintain flexibility in working hours.

Planning and Organising

Demonstrated effective organisational skills and ability to handle work in an efficient and timely manner. Demonstrated ability to coordinate tasks to meet deadlines.

Teamwork

Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with counterparts.

Communication

Ability to write in a clear and concise manner and to communicate effectively orally.

SKILLS AND QUALIFICATIONS

Education

University degree in English language, public or business administration or other university degree.

Work experience

At least 1 years of administrative assistance experience, preferably in office management, coordination and implementation.

Language proficiency

Proficiency in written and spoken English and Albanian is a must.

Other skills

Computer literacy (Microsoft Office, Internet) is essential; Familiarity with EU Financial Regulations and Rules is regarded as an asset.

Contact:

If interested please send your CV in Europass format with a short letter setting out why you would like the position and how you feel your experience and qualifications match the profile to smeiivalb@gmail.com – [not](#) later than **6 March 2017, 12.00**.

About the Project The project aims at assisting the Government of Albania to strengthen the EU integration process in line with the priorities set out in the SAA, the Enlargement Strategy and the five key priorities as well as to strengthen the capacities of the relevant institutions in the EU harmonisation for the forthcoming screening and accession negotiations processes.