

Terms of Reference (ToRs)

Municipal Liaison Officer

Location:	Tirana / ALBANIA
Organization:	NALAS
Full/Part time:	90% (4 months)
Fixed term/Temporary:	Fixed Term
Duration:	4 months
Deadline for Application	06 April 2023, 17:00 CET

The Position:

NALAS Branch Albania intends to hire a Municipal Liaison Officer to support the NALAS team in the facilitation of the coordination of the activities of the “EU for Municipalities Project” in Albania (EU4M), with Municipalities in Albania.

NALAS is a network of associations of local authorities of South-East Europe. The Network brings together 14 Associations which represent roughly 9000 local authorities, directly elected by more than 80 million citizens of this region. The NALAS Secretariat, based in Skopje, is responsible for the overall coordination and the implementation of the activities.

NALAS was created in 2001 following the first Forum of Cities and Regions of South-East Europe (Skopje, November 2000), organised by the Congress of Local and Regional Authorities of the Council of Europe. The Network was established under the auspices of the Stability Pact for South Eastern Europe (Working Table 1) and the Council of Europe. During the first years, NALAS functioned as an informal organisation with regular meetings, seminars and training programmes. In July 2005 NALAS became an officially registered association with its seat in Strasbourg. The NALAS Secretariat was established in March 2007.

EU4M is a Project that will support the development potential of Albanian municipalities via supporting the upgrade of municipal infrastructure enabling quality public services.

EU4M is implemented through the consortium composed of: NALAS- Lead Partner, CO-PLAN- Project Partner, ECO-Partners for Sustainable Development- Project Partner and the Association of Local Autonomy of Albania- Affiliated Partner.

NALAS is seeking a candidate with experience in local public administration and project coordination that delivers high impact and sustained results; we need staff who are transparent, accountable and exceptional in how they manage the tasks entrusted to them and who commit to deliver excellence in programme results.

The Municipal Liaison Officer position is located in the Project Office based in Tirana. Under the guidance and supervision of the Team Leader the Municipal Liaison Officer provides quality services in the areas of liaison with municipalities to present the project opportunities, coordination between the project and Associations of municipalities and the local governments in Albania as well as support in organizing and delivering project events.

Supervision:

The **Municipal Liaison Officer** will report directly to the Team Leader.

Tasks and responsibilities:

S/he takes a client-oriented results-focused approach to the implementation of the project activities pertaining to coordination with the local governments and their associations.

The Municipal Liaison Officer contributes to ensuring effective and efficient implementation of the project activities, and contributes to the following tasks and responsibilities:

1. Liaise with local governments and the local government associations in Albania on project opportunities;
2. Contribute to the design and delivery of project events, such as information-sessions, trainings and other capacity building events;
3. Contribute to the coordination of project activities and ensure effective communication with partner municipalities;
4. Contribute to the development of project reports and manuals supporting local governments in the project implementation phase.
5. Contribute to the identification of good practices and support the knowledge management functions of the projects;
6. Contribute to the policy dialogue with the key stakeholders of the project.
7. Coordinates and support the Team Leader in the organization of field visits in partner municipalities to monitor progress of project implementation and communicate EU assistance to local governments in Albania.
8. Performs other tasks (besides those related to finance) that are important to the NALAS and the EU4M Project.

Qualifications and Experience

Education:

University or master's degree in economics, public administration, international development or similar is desirable.

Knowledge and Experience:

- At least 10 years of relevant experience in local public administration, local governance and local governments.
- At least 10 years of experience in project management and coordination and capacity building.
- At least 5 years of experience in the international development sector. Experience in EU and other donors funds administrative procedures desirable.
- Former experience in the Non-Governmental Sector is an asset.
- Good writing and communication skills.

Languages:

Fluency in English and Albanian is required.

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary.

Application procedure

Applicants shall submit a CV in English language. Any additional relevant documents can be included. Applications should be submitted no longer than **6 April 2023, 17:00 CET** at info@eu4municipalities.al.

Evaluation procedure

The evaluation of the candidates will be conducted as follows:

Education	Max. 30 pts
Knowledge and Experience	Max. 60 pts
Languages	Max. 10 pts
Total	Max. 100 pts

The position will be offered to the candidate with the highest score.