

EU Twinning Project “Support to the Office of the People’s Advocate and promotion of human rights in Albania”

CONSULTANCY

The Ludwig Boltzmann Institute of Fundamental and Human Rights (Austria) and the Austrian Ombudsman Board are supporting the People’s Advocate of Albania with the implementation of an EU Twinning Project.

We are looking for a

PROJECT ASSISTANT to the Resident Twinning Adviser (RTA)

with (EU) project management experience.

Tasks:

- General support to the RTA with office management, record keeping, correspondence, translation/interpretation and financial management
- Assistance in organising expert missions, trainings, workshops and events
- Supporting the RTA in establishing and maintaining regular contacts with representatives of relevant authorities in Albania and other stakeholders
- Drafting of minutes of meetings and administrative scheduling
- Drafting and editing of written project materials (newsletters, press releases, power point presentations, substantial documents, etc.) in Albanian and English
- Supporting the RTA, Short Term Experts (STEs) from the Member States and other foreign experts involved in the project, especially in organisational and administrative matters
- Translating documents, legislations and regulations, policy documents, implementation plans, reports, training materials, information materials and Power Point presentations
- Supporting research activities (internet, library services, etc.) and compiling and drafting background material on topics relevant to the project
- Supporting RTA and coordinating partners in organization and management of project communication (website, business cards, project logo, brochures, pamphlet, information documents, etc.) and of project visibility
- Performing other relevant duties upon the request of the Resident Twinning Adviser (RTA)



Profile:

- Relevant university degree, for example in Administrative Management, European Studies, Law, Political Sciences, International Relations
- Experience in project management and implementation
- Experience in office management and accounting; acquaintance with relevant office software
- Experience in translation of documents and legislation (experience in consecutive and/or simultaneous interpretation is a strong asset)
- Knowledge of the political, legal and administrative situation in Albania
- Knowledge of the institutional and legal framework and policies in the fields of human rights and independent institutions in Albania
- Knowledge of EU institutions and policies (experience with EU Twinning Projects is an additional strong asset)
- Excellent oral and written command of Albanian and English
- Excellent interpersonal and communication skills, reliability, and a high sense of responsibility and respect for persons irrespective of their background or status
- Ability to work in a team and independently
- Very good organisational and analytical skills
- Flexibility regarding working hours
- Willingness to occasionally perform business trips (including overnight stays)

Conditions:

- Consultancy position
- Project duration: 12 months
- Location: Tirana
- **Availability as of 11 July 2022**

We offer:

- Interesting and challenging work in an EU framework
- Payment of EUR 1,200 monthly (gross amount)
- 12 months contract

If you are interested in this position, please send your English CV in Europass format and application letter per e-mail to gmr.office@univie.ac.at, quoting the reference: RTA Assistant, **as soon as possible (latest by 4 July 2022)**. The job interviews will take place on 5 July 2022. Please note that only shortlisted candidates will be invited for an interview. A minimum of 3 candidates will be interviewed.

The selected RTA assistant will sign a service provider contract with the Ludwig Boltzmann Institute of Fundamental and Human Rights and must have a status of self-employed. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes and charges.

Please be informed that interested candidates shall not currently have or have had any contractual relationship with the People's Advocate of Albania in the past 6 months.

According to the Twinning Manual (Revision 2017 - Update 2020, Art. 5.12), this data is stored and processed in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of



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