

## **EUSAIR FACILITY POINT**

### **TERMS OF REFERENCE**

**Call for the selection of one (1) Facility Point Officer supporting country coordinator, located in Tirana**

#### **Introduction**

The EU Strategy for the Adriatic and Ionian Region is one of the four EU macro-regional strategies. The EUSAIR covers ten countries: **four EU Member States** (Croatia, Greece, Italy, Slovenia) **and six non-EU countries** (Albania, Bosnia and Herzegovina, Montenegro, North Macedonia, San Marino, Serbia).

The general objective of the EUSAIR is to promote economic and social prosperity and growth in the region by improving its attractiveness, competitiveness and connectivity. With four EU members and four non EU countries the strategy will contribute to the further integration of the Western Balkans.

The participating countries of the EUSAIR agreed on areas of mutual interest with high relevance for the Adriatic-Ionian countries, being it common challenges or opportunities. The countries are aiming to create synergies and foster coordination among all territories in the Adriatic-Ionian Region in the four thematic areas/ pillars

In the case of Albania, the CC is a public servant within SASPAC. Due to its profile and other engagements within the administration, CC will need support to fulfill all his/her duties and responsibilities. Therefore, Albania, as a partner country, needs to recruit a dedicated project officer for EUSAIR Facility Point, which will support the CC in fulfilling his/her tasks.

#### **General Duties and responsibilities of Project Officer Supporting the Country Coordinator**

The Facility Point Officer supporting the country coordinator will work in close coordination with the SASPAC team under the supervision of CC, in the execution of the following tasks:

1. Is responsible for the overall management of the Facility Point project in Albania;
2. Supports the Albanian members of the EUSAIR Steering Board, the Albanian representatives in the Thematic Steering Groups and the Albanian Coordinators of the

- Strategy Pillars, in their daily work, in fulfilling their coordinating, monitoring and reporting role in relation to the implementation of the Strategy in Albania;
3. Provides assistance to the Albanian members of the EUSAIR Steering Board, the Albanian representatives in the Thematic Steering Groups and the Albanian Coordinators of the Strategy Pillars, in terms of logistical but also thematic support (preparation and review of documentation, etc.);
  4. Supports the above actors with all the necessary procedures when they need to participate in a meeting or event in the framework of EUSAIR activities;
  5. Facilitates dialogue on the identification of financial resources for the financing and implementation of projects relevant to EUSAIR;
  6. Provides a clear audit trail of all transactions related to the implementation of the project, through a separate system / account, in order to enable the identification of all financial transactions throughout the duration of the project;
  7. Uses the relevant electronic system (known as eMS) for the exchange of information and reporting to the relevant structures of the Program;

**Regarding the implementation of the project, he is responsible for the following:**

1. To follow in time the activities of the project in accordance with its calendar by taking measures in a timely manner;
2. To coordinate the collection of information from BD / GDT and based on the information to draft in time all the necessary reports (narrative and financial) for the implementation of the project.
3. To cooperate with the Office of the First Level Control for the validation of expenditures;
4. Ensures the storage of data in an adequate manner (physically or electronically), in accordance with the requirements of the ADRION Program;
5. Monitors the project budget and plans expenditures for the next 6-month period;
6. Monitors and organizes the tendering procedures related to this project, in accordance with the rules of PRAG;
7. Ensure compliance with communication and branding rules;
8. Provide the required information and data, collected by the project, to officials, experts or structures of EUSAIR or the ADRION Program;
9. Immediately inform the Contracting Authority and the Lead Partner if problems are encountered during project management and if problems arise in the performance of expenditures as well as if a revision of the Application Form is needed;
10. Is responsible for the correct financial management of the funds allocated to Albania in this project, including the return of payments from EU funds (IPA II allocations) that have been made irregularly;
11. Ensure, where possible, a copy of all descriptive products or materials (eg photographs) is sent to the Contracting Authority and the Lead Partner, who then pass it on to the Managing Authority through the Technical Secretariat together with Progress reports. It also ensures that a copy of the materials produced is kept in the project office for audit or control purposes;

12. Regularly inform the Contracting Authority regarding the project activities in Albania, so that this information is published on the ADRION Program website and on the EUSAIR website;
13. Is responsible for any other tasks related to the implementation of the project.

**Required Qualifications:**

1. University Degree or Diploma, (minimum 4 years studies in the fields of economy, public administration, law, communication sciences, political sciences, diplomacy or other similar);
2. At least 7 years of overall professional experience, preferably 2 years professional experience in coordination of EU/other donors, co-financed projects/programmes;
3. Proven very good knowledge of English language (written and spoken);
4. Very good drafting, presentation and communication skills;
5. Computer literacy (word processing, preparation of presentations, use of databases and monitoring procedures and systems).
6. Advanced level of English language, both spoken and written (at least C1); able to prepare documents in standard English and communicate effectively with relevant authorities, when needed;
7. A clean criminal record, as well as no disciplinary record, connected to failures in fulfilling accountancy or financial management tasks.

**Additional qualifications to be considered as assets:**

1. Post graduate Degree or Diploma in any field of relevance;
2. Knowledge of European cohesion policies, European regulations framework for the management and implementation of Programmes co-financed by European Union Funds, in particular the Instrument for Pre-accession Assistance (IPA);
3. Knowledge in matters of public administration procedures and legislation;
4. Ability to work within a team in a multicultural environment;
5. Organizational skills and effectiveness;
6. Ability to work under pressure;
7. Creativity and problem solving skills;
8. Ability to determine and focus on the priorities set by the programme;

The application procedure and deadline are explained in the Announcement of this vacancy.