

### TERMS OF REFERENCE

**Position:** Head of the Joint Technical Secretariat (JTS) of the IPA Cross-Border Cooperation Programme Albania- Kosovo 2014-2020

**Location:** JTS Headquarter in Lezha, Albania

#### **Background**

According to Article 52 (3) of the IPA Implementing Regulation and Article 79 of the Framework Agreement, the Operating Structures in Albania and Kosovo shall set up a Joint Technical Secretariat (JTS) to assist the Delegation of the European Union to Albania (as CBC Programme contracting authority), the Operating Structures (OSs) of Albania and Kosovo and the Programme Joint Monitoring Committee (JMC) in carrying out their responsibilities for managing the Programme. Its main office is located in Lezha, Albania. It also has an antenna office in Pristina, Kosovo.

This vacant position (the Head of the JTS) is considered as a key expert.

The core team of experts (members of the JTS) is composed of *1 Key expert* and *2 non-key experts*:

**Key expert:** **Team Leader – Head of JTS (subject of this current vacancy)**

Non-key expert 1: Project Officer with financial profile

Non-key expert 2: Project Officer – Antenna Pristina

#### **The JTS is responsible, inter alia, for the following tasks:**

- (a) organize meetings of the Joint Monitoring Committee (JMC), including draft and distribute minutes;
- (b) assist potential applicants in partner search and project development, organizing information days and workshops; develop and maintain a network of stakeholders;
- (c) advise grant beneficiaries in project implementation;
- (d) support the work of the evaluation committees (only if the CA will ask the JTS to do so);
- (e) prepare, conduct and report on monitoring visits to cross-border cooperation operations;
- (f) establish a system for gathering reliable information on the cross-border cooperation programme implementation;
- (g) provide inputs to annual and final implementation reports on the cross-border programme;
- (h) plan and implement information campaigns and other activities related to raising public awareness on the cross-border cooperation programme including the publication of publicity

material on the cross-border programme and maintenance of the cross-border cooperation programme website.

### **Overall description**

The Team Leader will be based in the JTS main office (Lezha) but will be expected to travel to the antenna office and project sites in the entire eligible territory whenever required.

- The Head of JTS will be responsible for all matters related to the management and implementation of the Programme, including the coordination of the activities of all the other experts.
- The Head of JTS will supervise the overall performance of the JTS staff and other non-key experts, report to the Project Manager in the Albanian OS and provide suggestions regarding the improvement of the programme design and implementation.

Furthermore, all tasks mentioned above as responsibility of the JTS, fall under the responsibility of the Head of JTS.

The Head of JTS will perform the followings main tasks:

- Prepare and conduct the monitoring visits with the beneficiaries of the projects under the Calls for Proposals and prepare the monitoring reports;
- Organize activities, trainings and technical meetings of the JMC, promotional events (preparation of the agenda, invitation, working materials and drafting the Minutes);
- Contribute to the management and enrichment of the website of the programme;
- Assist the OSs in Albania and Kosovo in their daily work;
- Prepare monthly reports about the work in the JTS office;
- Provide inputs to annual and final implementation reports on the cross-border programme;
- Plan and implement information campaigns and other activities related to raising public awareness on the cross-border cooperation programme including the publication of publicity material on the cross-border programme and maintenance of the cross-border cooperation programme website;
- Assist OSs/EUD in administrative tasks and procurement activities;
- Provide administrative and logistic assistance to the Operating Structures, Joint Monitoring Committee and EUD;
- Assist with the preparation of reports on technical assistance under the grant contract;
- Support the Albanian OS in the administrative and logistical matters related to the management of the TA Grant Contract;
- Fulfill any other tasks assigned by the OSs/EUD within the scope of the work;

### **Qualifications and skills:**

- University Degree, preferably a Master's Degree;

- Fluency in both written and spoken English and Albanian.

*General professional experience*

- At least 5 years of programme /project management and coordination experience

*Specific professional experience*

- At least 3 years of experience in supervision, coordination and management of teams of experts (team leader experience) in EU/other donors Funded projects/Programmes;
- Involvement in EU-funded projects, preferrably related to Cross Border Cooperation, is an advantage.

**Evaluation:**

- Their qualification will be done based upon the above **qualification requirements**.
- Contesters/participants qualified to enter the test will be evaluated based on the following norms:
  - Dossier: up to 15 points.
  - Written testing: up to 60 points.
  - Oral testing: up to 25 points.