

TERMS OF REFERENCE

Position: Financial Officer 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 Commission, the Operating Structures (OSs) and the Joint Monitoring Committee 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.

The Joint Technical Secretariat supports the activities of the Cross Border Cooperation programme Albania Kosovo and is responsible, inter alia, for the following tasks:

- a) prepare, conduct and report on monitoring visits to cross-border cooperation operations;
- b) organize meetings of the Joint Monitoring Committee (JMC), including draft and distribute minutes;
- c) assist potential applicants in partner search, organizing information days and workshops;
- d) develop and maintain a network of stakeholders;
- e) advise grant beneficiaries during project implementation;
- f) support the work of the evaluation committees at the request of the the Contracting Authority;
- g) establish and operating a system for gathering reliable information on the cross-border cooperation programme implementation;
- h) provide inputs to annual (AIR) and final implementation reports on the cross-border programme Albania Kosovo;
- i) 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.

The Joint Technical Secretariat is composed of 3 staff

Head of JTS

Financial Officer (subject of this current vacancy)

Project Officer – Antenna Pristina

Overall description

The Financial Officer shall be based in the JTS office (Lezha) but will be expected to travel in the entire eligible territory whenever required.

The Financial Officer of JTS will perform the following main tasks:

- Supporting the Head of JTS in organizing various activities such as training, technical meetings, Joint Monitoring Committee (JMC) meetings, Evaluation Committee meetings and promotional / visibility events (including preparation of invitations, agendas and holding, drafting and distributing minutes of the meetings);
- Supporting the implementation of the cross-border programme at the project level in terms of advising the beneficiaries on reporting and financial management;
- Assisting in the preparation and follow-up of financial reports and payment requests related to the Grant Contract ruling the Joint Technical Secretariat, namely on the job training;
- Preparing and monitoring project implementation, including on site monitoring of activities and outputs, and performing monitoring visits to cross-border cooperation projects;
- Establishing a system for the collection of reliable information on the implementation of the cross-border cooperation programme;
- Contributing to the management of the programme website updating information;
- Contributing to the drafting of annual and final reports on the implementation of the cross-border programme;
- Contributing to the organisation of information campaigns and other public awareness activities on the cross-border cooperation program, including the publication of promotional materials on the cross-border programme and the maintenance of the cross-border cooperation programme website;
- Supporting Operating Structures / JTS / Contracting Authority on administrative matters and procurement;
- Other tasks within the framework of Cross-Border Cooperation activities as required by the Operating Structure or the EU Delegation.

Qualifications and skills:

- University Degree in Economic/Finance/Accounting, preferably a Master's Degree,
- Fluency in both written and spoken English and Albanian language;
- A letter of reference from NIPAC (applicable only for the applicants previously employed in this position or other positions of the programme structures);

General professional experience

- At least 3 years of professional experience in finance, procurement, accountant and administration functions;
- Experience in the financial and administrative management of donor funded development projects, particularly EU funded projects.

Specific professional experience

- Experience in preparation of financial reports;
- Experience in procurement of goods and services;
- Strong analytical skills with high attention to detail and accuracy;
- Good writing, facilitation and communication skills;
- Able to propose solutions for transnational administrative procedures related to financial management, including legal settings, audit and control requirements;
- Very good computer skills: MS Office including very good skills of Excel, Access and PowerPoint, Internet;
- Very good communication skills, creative and problem-solving oriented.