

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, and 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 six 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 National Coordinator is a public servant within SASPAC. Due to its profile and other engagements within the administration, NC 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 NC in fulfilling his/her tasks.

General Duties and responsibilities of Project Officer Supporting the National Coordinator

The Facility Point Officer supporting the National Coordinator will work in close coordination with the SASPAC team under the supervision of NC, in the execution of the following tasks:

1. He/she is responsible for the overall management of the Facility Point project in Albania.
2. Supports the Albanian members of the EUSAIR Governing 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 Governing 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 JEMS) for the exchange of information and reporting to the relevant structures of the Programme.

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

1. Coordination of all project activities in the country as agreed by the Facility Point partnership and under guidance of Lead partner and work package leaders.
2. Support to National Coordinators in coordination of all EUSAIR governance structure members in the country as well as stakeholders and project partners of other EUSAIR governance support projects implemented within the Interreg IPA ADRION Programme 2021 – 2027.
3. Operational and administrative support in organizing and implementing the Government Board meetings of the EU macro-regional strategy for the Adriatic-Ionian region, meetings of Thematic Steering Groups, meetings of the Youth Council, EUSAIR Annual Forum, thematic and other relevant events and meetings in which members of EUSAIR governance structures participate. This includes organization of travel and accommodation for members of governance structures and when the meetings, events are organized in the respective country the catering, venue hiring, preparation of logistical information, preparation of agendas, invitations, participants' lists and minutes is organized. More of these tasks are relevant, when the country is in Presidency and for the TSGs which are coordinated by the respective country.
4. Administrative and organizational support to Pillar Coordinators from the respective country in coordination of the Pillar. This does not refer only to the organization of TSG meetings, but also other administrative support in coordination of the Pillar (keeping of lists of members of the TSG with all relevant contact data and of the updated mailing lists, tracking the feedback, keeping the statistical data on participation at meetings, support in preparation of EUSAIR Activity plan/ Annual Work-plan, support in preparation of administrative part of Pillar reports, preparation of public procurement for Pillar related studies).
5. Organizing and implementing EUSAIR communication activities in the country in accordance with the EUSAIR Communication Strategy and Annual Plan. Project Coordinator can coordinate with the FP and PP communication expert (internal or

- external) or takeover of the role of FP PP communication expert. If taking the role of FP PP Communication expert, he/she also participates in the work of the EUSAIR FP Communication Network and perform the tasks of the FP PP Communication expert.
6. Performing the tasks of the EUSAIR Contact Point in the country – providing information on EUSAIR in national language to stakeholders, members of EUSAIR governance structures, media and general public.
 7. Taking part in project capacity building activities dedicated to Project Partners.
 8. Taking part in Project Steering Group meetings and in Partnership working meetings.
 9. Monitoring of achievement of deliverables for which PP is responsible for as well as compliance with delivery timeline in the AF, with Project Management Plan and annexes, EUSAIR Annual Activity and Work-plan and compliance with financial plan as defined in the AF and Project Management Plan and annexes.
 10. Implementation of public procurement procedures and management of contracts in accordance with appropriate Programme rules and national legislation.
 11. Preparation and submission of periodic narrative and financial reports to programme structures on project implementation.

Required Qualifications:

1. University Degree or Diploma, (minimum 5 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. Very good drafting, presentation and communication skills.
4. Computer literacy (word processing, preparation of presentations, use of databases and monitoring procedures and systems).
5. Advanced level of English language, both spoken and written; able to prepare documents in standard English and communicate effectively with relevant authorities, when needed.
6. 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.