

## Terms of Reference (ToR) Financial Officer

### IPA CROSS-BORDER COOPERATION PROGRAMME ALBANIA-KOSOVO 2021-2027

#### JOB DESCRIPTION

**Position:** Financial Officer of the Joint Technical Secretariat (JTS) of the IPA Cross-Border Cooperation Programme Albania-Kosovo 2021-2027

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

#### Background

According to Article 18 (4) of the IPA III Implementing Regulation (2021/2236 of 15 December 2021), the cross-border cooperation structures in Albania and Kosovo shall set up a Joint Technical Secretariat (JTS) to assist the Commission, the Cross-Broder Cooperation Structures (CBCSs) of Albania and Kosovo and the 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.

The Joint Technical Secretariat is composed of 3 staff:

1. Head of the JTS
2. **Financial Officer (subject of this current vacancy)**
3. Project Officer – Antenna Pristina

The JTS is responsible, inter alia, for the following tasks (*Art. 79(7) of the Financial Framework Partnership Agreement between the Commission and the government of Albania for the implementation of financial assistance under IPA III*):

- a) organize meetings of the Joint Monitoring Committee (JMC), including keeping and distributing the minutes of the meetings;
- b) assist potential applicants in partner search and project development, organizing information days and workshops, develop and maintain a network of stakeholders;
- c) assist beneficiaries and partners in the implementation of operations;

- d) prepare, conduct and report on monitoring activities of cross-border cooperation operations;
- e) establish a system for gathering reliable information on the cross-border cooperation programme implementation;
- f) provide inputs to annual and final implementation reports on the cross-border programme;
- g) 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.

### **Contracting Authority**

The contracting authority will be the State Agency for Strategic Programming and Aid Coordination (SASPAC) in the Republic of Albania.

This position will be financed under the “Support measure for technical assistance for the Cross-Border Cooperation Programme between Albania and Kosovo” under the framework of IPA III.

### **Position summary**

The Financial Officer shall discharge his/her duties full time in the office and on the field. The Financial Officer under the direction of the Head of JTS will be responsible for ensuring a smooth administration of the JTS by performing administrative tasks related to JTS premises, staff and activities; receiving, registering, dispatching and forwarding documents submitted in physical or electronic form; and providing translation and interpretation services as required.

### **Essential Job Functions**

The Financial Officer will perform the following main tasks:

- Supporting the Head of the JTS in organizing various activities such as training, technical meetings of JMC (including preparation of invitations, agendas and holding, drafting and distributing minutes of the meetings);
- Preparing and conducting monitoring visits in coordination with the projects’ beneficiaries under the programme’s calls for proposals and drafting monitoring reports;
- Contribute to the advancement of the regional monitoring system and support grant beneficiaries with their obligations;
- 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;

- Advising project beneficiaries on their reporting obligations and the financial management of their EU-funded grants;
- Contributing to the organization of information campaigns and other public awareness activities on the cross-border cooperation programme, including the design of a communication and visibility plan, the publication of promotional materials and the maintenance of the programme website;
- Supporting the CBCSs and the Commission on administrative matters and procurement related to the management of the TAGC;
- Assisting in the preparation and follow-up of reports and payment requests related to the TAGC;
- Fulfilling other tasks assigned by the CBCSs/the Commission within their scope of work.

### **Professional Requirements:**

The Financial Officer must fulfil the following conditions and have the following qualification and skills:

#### *Qualifications and skills*

- University Degree, preferably a Master's Degree, in disciplines related to management of business administration, economics, accountancy or finances;
- Fluency in both written and spoken English and Albanian language;
- Strong analytical skills with high attention to detail and accuracy;
- Good writing, facilitation and communication skills;
- Able to propose solutions for administrative procedures related to financial management, including legal settings, audit and control requirements;
- Very good computer skills; MS Office including Excel, Access and PowerPoint, Internet;
- Very good communication skills, creative and problem-solving oriented.

#### *General professional experience*

- At least 3 years of professional experience in finance, procurement and administration functions.

#### *Specific professional experience*

- Experience in the financial and administrative management of donor funded development projects, particularly EU funded projects namely the preparation of financial reports, procurement of goods and services and office administration.

The candidates for the Financial Officer of the JTS **will be asked to have:**

- Good knowledge of the IPA CBC Programme Albania-Kosovo:

- Good knowledge of the PRAG Rules:  
<https://wikis.ec.europa.eu/display/ExactExternalWiki>
- Good knowledge of the Albanian Labor Code:  
<https://qbz.gov.al/preview/c1c18a6c-5f3e-457d-b931-de505b3c7ed0>

## **Location**

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

## **Reporting**

The JTS Financial Officer will report to the Head of JTS.

He/She will prepare a monthly report about the implementation of the administrative, financial and logistic tasks related to the internal functioning of the JTS including activities in the Work plan.

## **Evaluation process:**

### **1. Evaluation:**

- The candidates' qualification will be done upon the above **qualification requirements**.
- Candidates qualified to enter the test will be evaluated based on the following norms:
  - Curriculum: up to 30 points
  - Written testing: up to 40 points
  - Oral testing: up to 30 points

The candidate will be selected according to the highest score among those who would have reached at least 70 points altogether.

## ***Note***

The above job description describes the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.