



## CALL FOR A PROJECT MANAGER

FOR THE

### **“EMPOWERING ALBANIAN RESILIENCE CO-IMPLEMENTING A MULTI-HAZARD EARLY WARNING SYSTEM NATIONWIDE (EAR -MHEWS)” Project**

#### *Information about the project*

The project **“Empowering Albanian Resilience co-implementing a Multi-Hazard Early Warning System Nationwide (EAR -MHEWS)”** is implemented by NCPA, and their national partners will put in place a fit-for purpose MHEWS that addresses, for the first time, multiple climate hazards in a structured, coordinated and ‘joined up’ manner. The geographical scope of the MHEWS will be national, although, of course, individual hazard-related needs will be geographically differentiated: for instance, flooding is particularly prominent in flood-prone areas of the coastal belt. This project is an integral part of the Green Climate Fund (GCF) co-financed programme **“Climate Services for a Resilient Albania” – ALBAdapt**, implemented by GIZ.

#### **Project Manager**

The Project Manager is responsible for the overall management of the project: Empowering Albanian Resilience co-implementing a Multi- Hazard Early Warning System Nationwide (EAR -MHEWS) and the coordination of the Project Implementation Unit (PIU) and for providing support to the National Civil Protection Agency (NCPA) for the implementation of the project. The Project Manager will work under the overall technical supervision of the NCPA and the guidance of the person responsible for Component 2 of the ALBAdapt Programme of GIZ.

#### **Job Description:**

- Supporting the overall management of the project implementation activities in close coordination with the Supervisory Board, ensuring completion on time, within budget and according to the specifications set out in the grant agreement.
- Leading the Project Implementation Unit (PIU) team, ensuring the segregation of duties and responsibilities.
- Responsible for coordinating activities between the National Civil Protection Agency and the ALBAdapt Programme of GIZ.
- Highlights the project’s progress through materials for the Supervisory Board in the MHEWS Executive Committee, the Project Coordination Committee, as well as preparing the necessary information for the NCPA representative tfo the ALBAdapt Programme Steering Committee.
- Ensuring close representation with stakeholders, including government ministries, contractors, consultants and local authorities.

- Establishing close working relationships with partners and key stakeholders and ensuring cooperation, regular contacts, dialogue and informing the Supervisory Board during project implementation.
- Advising the partner institution/institutions on strategies, plans and implementation of activities related to the project themes and objectives, and initiating and supporting relevant processes.
- Drafting the project activity plan including objectives, timelines, resources and budget.
- Overseeing the procurement and financial affairs of the PIU and the activities foreseen in the Grant Agreement, in accordance with the standard financial requirements of NCPA and GIZ.
- Leading and facilitating the external audit and mid-term evaluation.
- Preparing and submitting quarterly/periodic reports to NCPA as stated in the Guideline and the Grant Agreement for the development of activities.
- Designing and implementing monitoring and evaluation frameworks for the project, monitoring the progress and results of the project against the defined objectives.
- Preparing the meetings of the MHEWS Executive Committee in cooperation with its Secretariat.
- Supporting the production of information and public relations materials to ensure project visibility following GIZ and GCF rules.
- Managing potential risks and developing strategies to minimize their impact on the project.

### **Key Skills:**

- Strong Leadership, problem-solving, and decision-making skills.
- Project management skills: Ability to plan, organize, and execute projects within budget and time constraints.
- Knowledge of Albanian public sector project management standards and regulations.
- Risk management: Identifying potential risks and developing mitigation strategies.
- Excellent communication and interpersonal skills.
- Problem-solving and conflict resolution skills.
- Proficiency in project management software and tools.
- Strong knowledge of M&E principles and methodologies.
- Budgeting and financial management: Ability to monitor project expenses and ensure
- Team collaboration: Working well in a team environment and possibly leading a team of professionals.

## **Required qualifications, competences and experience**

- At least a bachelor diploma in Business administration, Engineering, Environmental management, Climate change, and/or another area that is related to the project intervention.
- A minimum of 5 years' professional experience, with at least 3 years of professional experience in a leading/management position.
- Proven experience in projects, public funds and decision making.
- Proven experience in managing teams.
- Experience in the Albanian government's administration, Institutional development and Capacity building programs
- Experience working with relevant national and local institutions that have a role in Disaster Risk Reduction and the Early Warning System of the country.
- Experience and knowledge in climate change adaptation is considered an advantage
- Very good working knowledge of ICT technologies (related software, phone, email, the internet) and computer applications (e.g. MS Office)
- Fluent written and oral knowledge of Albanian and English

## **Contract conditions:**

- Full-time employment
- Project office in Tirana. Ability to travel in the project area
- Assignment period: until 30.06.2027, with the possibility to extend it

The due date for **submitting the application** is **26.06.2025**. The documents for submission include Application letter, CV in English (Europass format), and references. The application should be submitted by mail in a sealed envelope, marked "**Application for Project Manager\_EAR-MHEWS**" addressed to: **Ministria e Mbrojtjes, "Rruga e Dibrës", Garnizoni "Skënderbej", Godina nr.36 Tiranë**.

Only short-listed candidates will be contacted for interviews. Short-listed candidates will be asked to bring certified copies of their diplomas and work certificates.

## Evaluation Criteria

				Evaluation Criteria				
Name	Surname	Profession/ Actual jobposition	Institution	Academic Experience (0 – 20)	Experience in Leading/ Management (0-30)	Experience in working with governmen t institutions (0-30)	Experience in Disaster Risk Reduction & Climate Change Adaptation (0-20)	Total (100)