

CALL FOR A PROCUREMENT OFFICER

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.

Procurement officer

The Procurement Officer will work under the overall technical supervision of the Project Manager of the PIU and under the guidance of the responsible staff in the ALBAdapt programme of GIZ. He/She will play a key role in ensuring high-quality and cost-effective supplies for the Project Implementation Unit.

The Procurement Officer will follow procurement procedures, approve purchases, maintain an up-to-date inventory of incoming purchases and supplies, and support the PIU to ensure that equipment requests are aligned with procurement rules.

Job Description:

- Supporting the National Civil Protection Agency (NCPA) in implementing the project regarding the procurement processes including materials, services and contractors.
- Develop and implement procurement plans and ensure that they are aligned with project needs and timelines and in compliance with donor regulations.
- Support the groups drafting ToRs/technical specifications and preparation of tender dossiers and issue Requests for Proposals, Invitations for Bids and other procurement documents.
- Develop detailed criteria for the evaluation of open tenders.
- Establish bid evaluation committees.
- Evaluate bids and proposals, ensuring that they meet project requirements and comply with legal and institutional regulations.
- Negotiate contracts with vendors and service providers, ensuring that terms are in line with institutional standards.

- Exchange and coordinate with the Project Manager and project team on Terms of Reference and other technical documentation required for the procurement process.
- Monitor contract performance and manage vendor relationships and resolve any procurement-related issues.
- Support internal and external auditors with documentation as requested.
- Maintain and update supplier lists and their qualifications.
- Ensure documentation (asset inventory lists) is in place and up to date.
- Ensure that products and supplies are of high quality and meet the requirements according to technical specifications.
- Maintain accurate records of purchases, prices and other relevant data.

Key Skills:

- Ability to develop and implement procurement plans aligned with project timelines.
- Strong knowledge of public and donor-funded procurement procedures (especially GIZ or EU procurement rules).
- Experience in drafting ToRs, technical specifications, and tender documents.
- Familiarity with internal and external audit processes and compliance reporting.
- Ability to clearly communicate procurement rules and technical requirements.
- Proficiency in MS Office (Word, Excel, Outlook) and procurement/inventory software
- Excellent written and verbal communication skills in Albanian and English.

Required qualifications, competences and experience:

- Bachelor's degree in Law, Business Administration, Public Procurement, or a related field.
- Proven experience in preparing procurement plans, tender documentation, and evaluating bids for goods, services, and works.
- At least 3 years of experience in procurement, preferably in public sector, development cooperation, or donor-funded projects.
- Familiarity with national and international bidding procedures, legal frameworks, and audit requirements.
- High level of integrity, confidentiality, and accountability.
- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Ability to work independently and collaboratively within a team.
- Ability to travel in the project area.

Contract conditions:

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

The due date for **submitting the application** is **25.07.2025**. 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 Procurement Officer_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

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Name	Surname	Profession/ Actual job position	Institution	Academic Experience (0 – 20)	Experience in Procurement (0-30)	Experience in Audit processes and reporting (0-30)	Experience in working with government institutions (0-20)	Total (100)