

CALL FOR LOCAL COORDINATOR (2 positions)  
(Fieri and Shkodra Region)

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.

**Local Technical Coordinator Shkodra / Fier**

The Local Coordinator (s) plays a vital role in managing and facilitating this program at a local/ regional level. The Local Technical Coordinator of the project focuses on coordinating the technical aspects of the Project, to be carried out in the Shkodra / Fier region to ensure that project activities are implemented appropriately at the local level and in line with the project objectives and the appropriate engagement of stakeholders and local communities.

**Job Description:**

- Project coordination, implementation and monitoring of the early warning system at the local level, ensuring that they are accessible and functional within the community.
- Daily communication and coordination with stakeholders in the field.
- Close coordination and communication with the Project Officer and the Technical Officer.
- Provide technical support for disaster risk reduction activities, including risk assessments and community-based planning.
- Work with local authorities, stakeholders and community groups to raise awareness and build capacity in disaster preparedness and response.
- Collaborate with the project team to integrate the disaster risk reduction strategy into community development plans and project activities.
- Facilitate training and capacity building workshops on disaster risk management, early warning system and preparedness planning for local stakeholders.
- Support the development of school emergency response plans and ensure that early warning protocols are integrated within these plans.

- Monitor and evaluate the effectiveness of the early warning system, providing regular updates and recommendations for improvement.
- Act as a liaison between local communities and the wider project team, ensuring that community needs and concerns are addressed in project planning and execution.
- Coordinate the collection, analysis and dissemination of disaster-related data, including early warning alerts and risk assessments.
- Advocate for and support local communities in implementing resilience and disaster preparedness activities, with an emphasis on gender and vulnerability-sensitive approaches.
- Support the implementation and documentation of interventions in line with the Gender Action Plan and the Environmental and Social Action Plan.

### **Key Skills:**

- Strong knowledge of organizing, networking and development activities.
- Scheduling and event planning, building and maintaining local partnerships
- Ability to track progress and produce reports for donors or management.
- Ability to adapt to unforeseen changes or emergencies.
- Strong coordination skills and providing accurate information to different range of stakeholders (local authorities, NGOs, beneficiaries, national and international).
- Excellent written and verbal communication skills in Albanian and English.

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

- Bachelor's degree in a relevant field (e.g., Development Studies, Social Sciences, Public Administration, Project Management, Education) or a related field.
- At least 3 years of working experience in coordinating, organizing activities and events.
- Field-Based Experience in Data collection and reporting.
- Proficient in standard office software (Word, Excel, PowerPoint).
- Ability to manage multiple tasks simultaneously.
- Knowledge on disaster risk management is an asset.
- Proven experience to work independently and collaboratively within a team in the selected region (i.e Shkodra or Fieri).
- Availability to travel in the project area.

**Contract conditions:**

- Full-time employment
- Project office in the assigned region, along with engagement at the office in Tirana.
- Assignment period: until **30.06.2027**, with the possibility to extend it up to 48 months.

The due date for **submitting the application** is **15.08.2025**. The documents for submission include Application letter specifying the selected region, CV in English (Europass format), and references. The application should be submitted by mail in a sealed envelope, marked **“Application for Local Coordinator\_EAR-MHEWS”** addressed to: **Agjencia Kombëtare e Mbrojtjes Civile, Godina nr. 36 në Garnizonin Skënderbej, Ministria e Mbrojtjes, "Rruga e Dibrës", 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 job position	Institution	Academic Experience (0 – 20)	Experience in coordination (0-30)	Experience in Data collection and reporting (0-30)	Experience in working with different stakeholder s (0-20)	Total (100)