

## CALL FOR A PROJECT 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.

##### **Project officer**

The Project Officer will support the effective coordination and implementation of a national initiative focused on strengthening early warning systems for climate-related hazards. Working in close collaboration with the Project Manager, NCPA and other institutional partners, the Project Officer will help manage daily project activities at both national and local levels.

##### **Job Description:**

- Coordinating and implementing daily activities at national and local level in close cooperation with the Project Manager.
- Working closely with and supporting the National Civil Protection Agency (NCPA) and other partner institution/institutions in strategies, plans and implementation of activities related to project themes and objectives.
- Supervision of contracted third parties in carrying out project activities, including contributing to performance evaluation.
- Support the project manager, coordinate with the technical advisor, finance officer, and local coordinators.
- Work closely with all team members in all aspects to exploit potential synergies and expertise and provide support to the team in all project activities.
- Support the process of establishing the Multi-Hazard Early Warning System (MHEWS) in close cooperation with the project manager, technical officer, NCPA and GIZ.
- Planning and organizing consultative processes with relevant institutions for the management of multiple risks at national and local level.
- Responsible for the conception, preparation, implementation with participation of training events, workshops, forums, policy discussions, team meetings and other activities planned in the project and their documentation.

- Ensuring the implementation of gender-sensitive actions and trainings, based on the Gender Action Plan as described in the project and in coordination with the GIZ and NCPA gender focal point.
- Coordination with the focal point from NCPA in the Grievance Redress Unit to facilitate the resolution of concerns and complaints regarding the environmental and social performance of project activities.
- Participation in meetings and preparation of presentation documents.
- Maintaining project documentation and ensuring that all data is up-to-date and accessible.
- Supporting the preparation of progress reports, budgets and procurements.

### **Key Skills:**

- Skilled in preparing and delivering presentations, reports, and documentation.
- Ability to support project planning, execution, monitoring, and reporting.
- Proven ability to work collaboratively in interdisciplinary teams.
- Experience in organizing and facilitating workshops, trainings, and policy dialogues.
- Awareness of gender equality principles and experience supporting gender-responsive project activities.
- Excellent written and verbal communication skills in Albanian and English.

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

- Bachelor's degree in communications, Environmental Sciences, Disaster Risk Management, Public Administration, Social Sciences, Engineering, or a related field.
- Proven experience in a communications role, preferably in project management or within a similar public institution.
- At least 3 years of experience in project coordination or implementation, ideally in development cooperation, civil protection, or climate-related projects.
- Knowledge of early warning systems, disaster risk management, or climate change would be an advantage.
- Experience in preparing and reviewing project documentation and reports.
- Ability to create clear, concise, and compelling content for a variety of platforms.
- Excellent communication, coordination, and interpersonal skills.
- 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 30.09.2027, with the possibility to extend it

The due date for **submitting the application** is **06.10.2025**. 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 Officer\_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 Communicati on (0-30)	Experience in Digital Communicati on tools (0-30)	Experience in working with government institutions (0-20)	Total (100)