

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) cofinanced 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 **14.11.2025**. 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

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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)