



Terms of Reference (ToRs)

Project Manager/Team Leader

Location:	Tirana / ALBANIA
Organization:	NALAS
Full/Part time:	90%
Fixed term/Temporary:	Fixed Term
Duration:	18 months
Deadline for Application	23/05/2022, 16:30 CET

The Position:

NALAS intends to hire a project manager/team leader to support NALAS in project management, including but not limited to the implementation of “EU for Municipalities Project” in Albania (EU4M).

NALAS is a network of associations of local authorities of South East Europe. The Network brings together 14 Associations which represent roughly 9000 local authorities, directly elected by more than 80 million citizens of this region. The NALAS Secretariat, based in Skopje, is responsible for the overall coordination and the implementation of the activities.

NALAS was created in 2001 following the first Forum of Cities and Regions of South-East Europe (Skopje, November 2000), organised by the Congress of Local and Regional Authorities of the Council of Europe. The Network was established under the auspices of the Stability Pact for South Eastern Europe (Working Table 1) and the Council of Europe. During the first years, NALAS functioned as an informal organisation with regular meetings, seminars and training programmes. In July 2005 NALAS became an officially registered association with its seat in Strasbourg. The NALAS Secretariat was established in March 2007.

EU4M is a Project that will support the development potential of Albanian municipalities via supporting the upgrade of municipal infrastructure enabling quality public services. The project will provide grants to Albanian municipalities.

EU4M is implemented through the consortium composed of: NALAS- Lead Partner, CO-PLAN- Project Partner, ECOPartners for Sustainable Development- Project Partner, Association of Albanian Municipalities- Affiliated Partner, and the Association of Local Autonomy of Albania- Affiliated Partner

NALAS is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, accountable and exceptional in how they manage the tasks entrusted to them and who commit to deliver excellence in programme results.

The Project Manager/Team Leader will have solid competencies and a significant professional background in good governance and local economic development. He/She is responsible for managing and communicating a clear vision of the project’s objectives and must ensure that the appropriate timing, resources, and sequencing of work efforts are applied to create the project deliverables within time and within funding according to the expectations.

The Project Manager/Team Leader will provide overall project management: planning, activity, budget, monitoring and reporting, project staff management, boost inspiring team environment, setting goals, delegating tasks, performance evaluation. He/She will participate in Project Steering Committee and Grants Evaluation Board. He/She will be responsible in maintaining the relations with the donor and project stakeholders.

The Project Manager/Team Leader position is located in the project office based in Tirana and will work under the direct supervision of the NALAS Executive Director.

Tasks and responsibilities

The following is a preliminary outline of tasks that will be the responsibility of the Team Leader:

Under the supervision of NALAS Executive Director, he/she is responsible for the overall project management and technical coordination with the European Union Delegation, NALAS and the Albanian counterparts, as well as project partners and affiliated entities.

1. Provide technical and management guidance for planning, managing and monitoring as well as leading and overseeing the work of the Project Team.
2. Work in close collaboration with project partners and affiliated entities and relevant stakeholders involved in the project, to develop a common technical approach supporting the effective and efficient delivery of the outcomes of the project.
3. Manage the process of development of the grant guidelines for applicants, the evaluation of grant applications, contracting and implementation of grants.
4. Collaborate in drafting Grant Guidelines and TORs for selecting service providers upon request and coordinate and liaise with them to ensure quality and timely reports and follow their work.
5. Participate in monitoring meetings, as well as monitor the activities of the project by developing and applying results-based management approaches.
6. Maintain contacts with the donor, coordinate and submit narrative and financial reports according to the requirements and Grant Agreement.
7. Support the preparation of the documents and participate in the Project Steering Committee meetings.
8. Ensure that the project works in synergy with other ongoing projects and programs in Albania related to fostering municipalities' development potential and improving the socio-economic and environmental conditions of local communities in Albania.

Qualifications and Experience

Education:

Master's degree in economics, finance, business administration, law or public administration is desirable.

Knowledge and Experience:

- At least 7 years of demonstrated professional experience in the field of local governance, decentralization, local public administration reforms, local finance and financial management; Experience in Albania and/or the region is an asset.
- At least 5 years of experience in implementation of donor funded projects in the fields of local governance, decentralization, local public administration, development cooperation and local economic development; Experience at the national and/or regional level in South-East Europe will be an asset.
- Ability to interpret and implement grant financial rules, financial regulations and procedures and explain them clearly and concisely.
- Work experience in regional or international organizations, national or local government governmental institutions, NGOs or private sector in the field of local governance is an advantage.
- Extensive relationship building and representational skills, with experience in liaising at different levels with a range of organisations.
- A high degree of personal initiative, lateral thinking and ability to work under pressure to meet deadlines.
- Ability to communicate effectively with all stakeholders and to present ideas clearly;
- High level of responsibility and organizational capacities;
- Good command in English language both in written and speaking.
- Excellent communication (written and oral), reporting and presentation skills.

Languages:

Fluency in English and Albanian is required.

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary.

Application procedure

Applicants shall submit a CV in English language in Europass format and a copy of valid identity document. Any additional relevant documents can be included. Applications should be submitted no longer than **23 May 2022, at CET 16.30**, at: info@nalas.eu.

The email must have as its subject the code: Project Manager/Team Leader (EU4M).