

LOCAL PROJECT ASSISTANT-Support to Strengthen the Fight against Migrant Smuggling and Trafficking in Human Beings in the Western Balkans Programme

Context and justification

The programme « Support to Strengthening the Fight against Migrant Smuggling and Trafficking in Human Beings in the Western Balkans » is funded by the European Union under the IPA III 2023 programme. This regional programme is implemented by a consortium of Member States in the 6 countries of the Western Balkans (Bosnia and Herzegovina, Serbia, Kosovo*, Northern Macedonia, Montenegro and Albania).

The main objective of this project is to improve the conditions for preventing and combating the smuggling of migrants and trafficking in human beings in the Western Balkans.

Five main results are expected:

- 1/ Enhanced capacity of Western Balkan law enforcement and judicial authorities to combat the smuggling of migrants and trafficking in human beings.
- 2/ Enhanced capacity of Western Balkan security forces to cooperate with EU and third country law enforcement agencies in activities related to the smuggling of migrants and trafficking in human beings, through their participation in EMPACT.
- 3/ The capacity of Western Balkan authorities and frontline workers to identify and provide protection to (potential) victims of trafficking in human beings and to refer them to the relevant state and non-state services is enhanced.
- 4/ The capacity of the Western Balkan border authorities to prevent and combat trafficking in human beings and smuggling of migrants in accordance with EU standards and human rights is enhanced.
- 5/ The capacity of national and regional actors to combat illicit financial flows generated by migrant smuggling, human trafficking and other forms of cross-border organized crime.

LIMITE DE CANDIDATURE
20 Août 2026

DURÉE DE LA MISSION
Short Term

ZONE GÉOGRAPHIQUE
Europe Et Asie Centrale

CIVIPOL, operator of the French Ministry of Interior, is in charge, in cooperation with GIZ (German operator), the Italian Ministry of Interior and the Dutch Ministry of Foreign Affairs of the implementation of this programme from 1st June 2023.

*This designation is without prejudice to status positions and is in line with UN Security Council Resolution 1244 (1999) and the opinion of the International Court of Justice (ICJ) on the declaration of independence of Kosovo.

The Position

In the framework of this project, CIVIPOL is recruiting **One Local Administrative, Logistics and Interpretation Assistant based in Albania. This fixed-term position is intended to cover a maternity leave replacement within the project team.**

He/She will work closely with CIVIPOL's Key Expert in the field, the Project Manager in Sarajevo and the Project Manager at CIVIPOL headquarters in Paris as well as with the other members of the field team.

Under the direct supervision of the Key Expert in the field, and in coordination with the Project Team in Sarajevo and in the Headquarters:

- He/she will be in charge of the logistical and administrative (at local level offices) implementation of the project:

Secretariat

- Telephone management: taking messages and making appointments;
- Ensure the processing of incoming and outgoing mail
- File the various project documents according to the system in use
- Prepare the minutes of any meetings
- Keeping the agenda of the team in the country of operation
- Carry out any other administrative tasks required by the team

Accounting and management

- Verification of the conformity of the expenses (legal mentions, VAT exemption, budget code to be indicated on the invoice, address, etc.) in relation to the project budget, the Terms of Reference of the short-term missions and the requirements of the PRAG (EU) before presenting them to the Administrative and Financial Officer for validation
- Collection of supporting documents for all activities carried out or in progress and preparation of payment files to ensure complete files for briefs: original compliant invoices, signed time sheets, complete tender files, boarding passes, etc...
- Budget monitoring of expenses, according to the budget provided under the supervision of the Key Expert in the field and the Project Manager in Sarajevo
- Support to produce expense statements and cash flow and bank flow requests to be submitted to the Administrative and Financial Officer
- Follow-up of the local CIVIPOL fund and bank account movements under the responsibility of the Key Expert, submission of documents every month to Administrative and Financial Officer in Sarajevo for verification at headquarters of expenses, completion of follow-up tables (monthly expenses, cash journal and banks, etc...)

- Supporting the reconciliation of accounts with all suppliers to ensure that the project has paid all its commitments before closing

Logistic and administrative management

Purchasing

- Contribute to the administrative management of the procurement of goods and services and materials for the project
- Contribute to the drafting of procurement documents
- Manage the procurement and stock of project supplies

Preparation of activities

- Participate in the organisation of meetings and events
- Proofreading and formatting of TORs for short-term experts' missions

Logistics

- Organise the logistics of local and international missions: complete mission sheets and travel requests in partnership with the Project Director at headquarters, make flight requests and validate them with the experts
- Assist participants with visa applications if necessary
- Make hotel reservations if necessary
- Organise the reception of non-principal experts
- Follow up on travel invoicing
- After the missions: ensure that the time sheets are signed, collect supporting documents (boarding passes, invoices etc.) ensure that they are regularly sent to headquarters

Translation, Interpretation and Liaison Support

- Assist in communication interface with the counterparts and national/international stakeholders.
- Linguistic and administrative support for events organised as part of the project (meetings, activities)
- Translation of administrative and technical documents at the request of the head of the component.

Profile required

Specific qualifications and skills

- Bachelor's degree in logistic management, or administrative and financial management
- Good command of office tools, particularly Word and Excel
- Be methodical, organised and reactive
- Experience in the implementation of cooperation projects, particularly those financed by the European Union
- Excellent oral and written communication skills in English

- Excellent oral and written communication skills in the official language of the country concerned. Proficiency in Albanian
- Good oral and written communication skills in French

Specific professional experience

- Successful experience of at least 2 years in secretarial and accounting support work, in a similar position

Assets

- Knowledge of the Western Balkans area and/or previous professional experience in the area
- Experience in implementing a multi-partner project
- Availability to start in Mid-September 2026 would be an asset.

Interpersonal Skills

- Good writing and interpersonal skills (numerous internal and external contacts)
 - Ability to work with multidisciplinary and multicultural teams (international experts and various local contacts)
 - Have a sense of responsibility, know how to manage priorities and be accountable.
 - Maintain confidentiality of certain data
 - Be rigorous and organised
 - Be results-oriented and show initiative.
-

Terms & conditions

Location and duration

Location: He/She will be based in Tirana (Albania) at the premises of the project office, with possible travel within the 6 Western Balkan countries.

Duration of the assignment (provisional dates): full time from Mid-September until 30th April 2027. Fixed-term contract for the duration of the maternity leave replacement.

Remuneration: contract and remuneration according to the status and experience of the candidate.

Application Procedure

Applications should include:

- CV (European format);
- Letter of motivation;

Please send your application electronically by **Thursday 20th August 11h00 CET**, to the following email addresses of the EU4FAST team:

- Ms. Tatiana MORALES, Project Manager : tatiana.morales@civipol.fr

- Ms. Keti SULI: keti.suli@experts.civipol.fr

Please mention in the subject line **"EU4FAST application - your name and last name- Project Assistant-Albania"**

