



EU funded Twinning Project
**STRENGTHENING THE EFFICIENCY, INTEGRITY AND PROFESSIONALISM OF THE JUSTICE
SYSTEM BY IMPROVING THE CAPACITY OF THE ALBANIAN SCHOOL OF MAGISTRATES**

Terms of Reference

One Translator to the Resident Twinning Adviser (RTA)

Expertise France is recruiting:

One full-time translator to the Resident Twinning Adviser (RTA)

Duration: 22 months

Starting date: August 2024

End of contract: September 2026

Position is based in: School of Magistrates of the Republic of Albania (SoM) ; Tirana

Gross monthly salary depending on experience

Project :

The School of Magistrates (SoM or the School) was established in 1996 by the Law on the School of Magistrates of the Republic of Albania with the purpose to organise initial training of candidates for judicial and prosecutorial positions and continuous training of judges and prosecutors.

The 2016 constitutional and legislative changes (the justice reform) provided for the status of the School as the single entry point to the justice system and one of the governance institutions in the justice sector together with the High Judicial Council (HJC), High Prosecutorial Council (HPC), High Justice Inspector (HJI) and the Justice Appointment Council (JAC). According to the Constitution, judges and prosecutors are appointed by the High Judicial Council and prosecutors by the High Prosecutorial Council after completing their initial training at SoM.

The Albanian justice reform initiated in 2016 and currently in the second phase of its implementation has profoundly impacted the organisation of the entire justice system, creating new governance structures, special structures to address organised crime and high-level corruption.

The general objective of the project is to support the rule of law, transparency of the justice system and judicial independence in Albania through strengthening the efficiency, integrity and professionalism of judges, prosecutors as well as the judicial personnel mentioned in the article 244 Governance Law.

The project purpose is to approximate the judicial training practices with European standards through strengthening the capacities and the effectiveness of the SoM and further development of the quality of training programs delivered by the SoM, in line with in the implementation of the 2016 justice reform and the Cross Sector Justice Strategy 2021-2025.

The project has three components:

- Component 1, which is to improve the initial training curricula and methodology of the SoM, will be led by the Netherlands through its Training and study centre for the judiciary.
- Component 2 which is to enhance the continuous training programme of the SoM will be implemented by Italy through the School for the Judiciary (SSM).
- Component 3, which is to enhance capacities of the SoM to attract more qualified magistrates by reviewing the admission exam and process, will be led by France through the French national school for the judiciary.

The project is planned for two years and the budget is 1 million of euros.

Duties and Responsibilities - Assistant to the Resident Twinning Adviser

- Providing translation and consecutive interpretation from English to Albanian and vice versa for the RTA, project leaders, component leaders and short term experts, when necessary (acting as a translator/interpreter, when necessary).
- Providing support to the short term experts and component leaders during their missions in Tirana and the project leaders during the meetings of the Project Steering Committees and internal working meetings on Rolling Work Plan and Communication and Visibility Plan of the project.
- Reporting to the RTA
- Control supporting documents for payments, review financial reports -Ensuring compliance with all financial and procurement procedures.
- Ensure the logistical follow-up of the EU Twinning Project: phone calls, local meetings organisation, appointments arrangement, filing, mission certificates of experts drawing-up and sending, missions of expert's calendar updating, type letters drafting, documents making-up. Process incoming and outgoing correspondence (registration, follow-up, transmission, dissemination);
- Support the organisation of events: documentation research, information dissemination, conference and workshops preparation, logistical aspects related to the event's organisation;
- Ensure the editing of web-pages, social networks and other communication activities;

- Provide support with the research of information and documentation linked to law, justice and any other topics related to the project's objectives;
- Provide support in editing documents in English and Albanian ;

Qualifications:

- University Degree in Languages or any other relevant diploma;
- Knowledge of Justice sector;
- General knowledge of EU-funded projects procedures;
- Computer proficiency in MS office;
- Fluency in Albanian, English is required; Knowledge of French, Italian or Dutch is an asset
- Good contact with people and interpersonal skills;
- Team spirit;
- At ease with intercultural context;

The following experience and skills will be considered as an asset for the RTA Assistant:

- 5 years of relevant experience at the national or international level;
- Experience of participating in international projects on justice policies/projects/reforms;;
- Experience in logistical management for international projects;

How to apply:

Start date: beginning of August 2024

Remuneration: according to HR grid To apply

Send your recent detailed CV (including references from the last three professional experiences) and cover letter detailing your motivations and experiences for the position to erick.martinville@expertisefrance.fr and eva.tauziet@expertisefrance.fr