



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 Assistant to the Resident Twinning Adviser (RTA)

Expertise France is recruiting:

One full-time Assistant 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; 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

- Assisting the RTA and twinning team in all the day-to-day all administrative and logistical matters. Assisting RTA by providing day to day management of the project - monitoring, evaluating implemented activities.
- Assisting the RTA in identifying, verifying and monitoring project procedures - by making sure that all the documents are delivered and registered and delivered on time - according to all the project rules/regulations.
- Maintaining close working contacts and relations with beneficiary administration and project stakeholders (including project leaders, component leaders, short term experts and counterparts involved in the Twinning) and partners;
- 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 experts calendar updating, type letters drafting, documents making-up.

Process incoming and outgoing correspondence (registration, follow-up, transmission, dissemination);

- Ensure logistics for experts missions, including travel arrangements, hotels booking, venues finding and documentation preparing as necessary;
- Ensure the access to information and documentation of the projects and the regular updating of the Cloud designed for the share of documentation and information between the twinning management team (RTA, assistants, Expertise France Project Officer and Team leader) and between the several project's stakeholders ;
- 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 in editing documents in English and Albanian

Qualifications:

- University Degree in Law, International Relations, European Affairs or any other relevant diploma;
- Knowledge of Justice sector;
- General knowledge of EU-funded projects procedures;
- Computer proficiency in MS office;
- Fluency in Albanian and 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 participation in international projects dealing with justice policies/projects/reforms;
- Experience in logistical management for international projects;

How to apply:

Start date: beginning of August 2024

Remuneration: according to HR gridTo 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