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SEARCH FOR LOCAL LEGAL OFFICERS

International Monitoring Operation (IMO)

Support to the process of re-evaluation of Judges and Prosecutors in Albania

PUBLICATION REF.: IMO/LLO3

1. BACKGROUND

The Austrian Federal Ministry of Justice (BMJ) in cooperation with aed - Agency for Economic Cooperation and Development and the Italian High Council of the Judiciary (the Contracting Authority of this tender and grant "Beneficiaries") and the Delegation of the European Union to Albania (EUD) is searching for qualified experts from Albania for the positions of long-term and full-time legal officers who provide their know-how to the above mentioned EU action grant in Albania until February 2020.

The overall objective of the action is to align the Albanian justice system with the EU acquis and best international practices. The specific objective is to increase the professional quality of judges and prosecutors, reduce the impact of organised crime, politics and corruption in the delivery of justice, and enhance the integrity and accountability of judiciary institutions.

Interested applicants are expected to examine carefully and comply with all instructions and specifications contained in this tender dossier. Failure to submit an application containing all the required information and documentation within the set deadline will lead to the rejection of the application.

2. DESCRIPTION OF THE ASSIGNMENT

Under the supervision of the Chief Legal Officer the legal officers will assist the International Observers in preparation of background information and if needed undertake legal research on a diverse range of procedural and substantive legal issues relating to the project scope of work. If deemed necessary by the Observers, he/she will coordinate and conduct specific researches under the immediate supervision of the Observers. The working language of the project is English.



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Duties and responsibilities:

- Support the IOs and Researchers in all three areas of the re-evaluation procedure (asset assessment, background assessment, proficiency assessment) and draft required memos or reports
- Evaluate the results of the Researchers in the asset assessment area and draft – together with the Researchers – a final report
- Study and analyse the reports and/or documentation in the proficiency assessment area and draft a report on the results
- Study and analyse the reports and/or documents in the background assessment area and draft required memos or reports
- Study, analyse and process incoming complaints and submissions and attached documentation and draft memos on the results
- Research and analyse legal questions on the interpretation and application of the constitutional rules on vetting, the Vetting Law and all concerned other Albanian legal sources and draft legal opinions and memos on the results

3. REQUIRED EXPERT PROFILE

- University degree in law
- A minimum of 5 years post-degree professional experience required in a practical legal setting, preferably within the context of the prosecutor's office or court
- Previous working experience in a re-evaluation process is an advantage
- Sound specific experience in drafting legal opinions and analyses, as well as in interpreting legal texts will be considered as an asset
- High standards of integrity and experience in handling confidential information
- Excellent written and spoken proficiency in English
- Very good oral and written communication and presentation skills, sensitive to political environment, excellent analytical skills, pragmatic approach, strong in strategic thinking and operational planning
- Flexibility, strong adaptation skills and capability of team-work in a potentially stressful environment under tight deadlines
- Excellent control of the most important windows software



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4. DURATION AND LOCATION OF THE ASSIGNMENT

Availability must be ensured for a long-term and full-time engagement until 16 February 2020 and high preference will be given to candidates who are able to start their engagement as of beginning of November 2018. Location of work is Tirana, Albania (no remote work foreseen). Monthly remuneration (contract for work and labour) is € 2,000.

5. SUBMISSION OF APPLICATIONS

Applications containing an English CV in EUROPASS format and a motivation letter must be received **until 07 September 2018** at the following email address (mentioning the publication reference **IMO/LLO3** in the email header or body): **hr@aed.or.at**

6. SELECTION PROCEDURE

All received applications will be reviewed and a shortlist of those candidates produced who will be invited to a personal interview in Tirana with the Evaluation Committee consisting of the Chief Legal Officer, the Project Manager, one International Observer and/or a representative of the EU. Following this interview the Evaluation Committee will make the final decision on the candidate selection. The selection procedure shall be based on professional background, relevant work experience and language skills, according to the requested qualifications mentioned above.