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DEUTSCHE STIFTUNG FÜR  
INTERNATIONALE RECHTLICHE  
ZUSAMMENARBEIT E.V.



**CONSOLIDATION OF THE JUSTICE SYSTEM IN ALBANIA (EURALIUS V)  
IMPLEMENTED BY THE GERMAN FOUNDATION  
FOR INTERNATIONAL LEGAL COOPERATION (IRZ)**

**IS RECRUITING 4 EXPERTS**

**EURALIUS V BACKGROUND INFORMATION:**

The overall objective of EURALIUS V is to strengthen the independence, transparency, efficiency, accountability and public trust in the Albanian justice system in line with the EU acquis and best practices. The project mainly works towards enhancing the capacities of the following Albanian Authorities, which are final beneficiaries of the project: the Albanian Parliament, Ministry of Justice, High Judicial Council, High Court, courts, High Prosecutorial Council, the General Prosecutor Office, other prosecution offices, High Justice Inspector, School of Magistrates, National Chamber of Advocacy, the National Chamber of Notaries and the National Chamber of Enforcement Agents. Following the adoption of constitutional amendments in July 2016 and the adoption of several laws EURALIUS V is supporting the implementation of the comprehensive justice reform. **The project started on 1 April 2018 with a duration of 36 months.**

**APPLICATION PROCESS FOR ALL 4 POSITIONS:**

**Please note:**

**Application deadlines and references are different – see under each position**

1. Deadline for applications: - **see under position**
2. Please send you CV, motivation letter in English, via e-mail to the following contacts:
  - a. [jobs@euralius.eu](mailto:jobs@euralius.eu)
  - b. Laura Ruzman: [Ruzman@irz.de](mailto:Ruzman@irz.de)
  - c. David Wendorff: [Wendorff@irz.de](mailto:Wendorff@irz.de)
3. Reference of the e-mail should be: **see under position**
4. Only shortlisted candidates will be contacted and might be requested to come in for interviews and/or other methods of assessment. The selection will be based on the professional



background, relevant work experience, language skills and other criteria according to the requested qualifications.

5. The assignments will have to be formally approved by the European Union Delegation to Albania, assuming no objection from the relevant beneficiaries.
6. For national expert positions please note that civil servant can not be contracted.

### **POSITION 1: International Long - Term Expert (up to full-time position) to work with Justice System Governance Institution**

#### **Application Process – see above and:**

1. Deadline for applications: **19 January 2020/ midnight**
2. Reference of the e-mail should be: **International Long - Term Expert to work with Justice System Governance Institution**
3. Duration of engagement: **up to 6 months, maybe with possibility of extension.**

#### **Tasks and Responsibilities**

The experts will cover the support to the Ministry of Justice responsible in particular for a review of the operation, organisation, and capacity building of the Ministry, including but not restricted to, training and development of personnel at all hierarchical levels in the Ministry, review of the organisational structure, identification of capacity building possibilities of civil servants and adapting or preparing procedural manuals and guidelines. The expert will also support other justice governance institutions in regard to organisational and/or management development activities.

#### **Required Profile**

##### **Specific Requirements**

- At least 15 years of experience in organisational and/or management development.
- Experience in an EU funded project, preferably in the area of career development of civil servants.
- Knowledge of European standards regarding appointment, transfer, promotion, evaluation and discipline of civil servants as well as in the organisation of Public sector institutions.
- Experience in the Public Sector in the Balkans would be an advantage.
- Previous experience in the justice sector would be a distinct advantage.

#### **General Requirements**

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- Ability to implement as well as communicate solutions to problems in different environments, and provide advice on day-to-day questions from the final beneficiaries.
- Very good command of written and spoken English and computer literate.
- Excellent interpersonal and communication skills, reporting and analytical capacity and drive for results.
- Experienced in working in a multidisciplinary team.
- Leadership skills to manage and motivate a team of specialists and to interact with project partners, the European Union Delegation, civil society and the donor community.
- Good inter-personal skills and ability to work in multi-cultural environments.

## **POSITION 2: International Long - Term IT Project Manager Expert (part time position with possibility of extension to full time)**

### **Application Process – see above and:**

1. Deadline for applications **24 January 2020 / midnight.**
2. Reference of the e - mail should be: **International Long - Term IT Project Manager Expert**
3. **Duration of engagement: as soon as possible, part time with possibility to extension to full time, until end of the project**

### **Tasks and Responsibilities**

The expert will support EURALIUS beneficiary institution in securing donor for implementation of a key IT system. He/she will prepare and present to potential donors the project proposal. Once the funding is secured, the expert will be responsible for overseeing, managing and coordinating all aspects of the project to ensure successful design, development and implementation of the system. The expert will also take an active part in other activities of EURALIUS Component 4 – IT Infrastructure and will support any activity in related areas of intervention, as needed.

### **Required Profile**

#### **Specific Requirements**

- University degree in Information Systems, Computer Science, Management, Business Administration or a technically related field. Master's degree will be an advantage.
- At least 10 years working experience in IT, at least 5 years experience as an IT Project Manager / Project Director.
- Minimum 5 years experience in managing a team of at least 10 people.
- Valid project management certification, at least one of: PMI PMP, Prince2 Practitioner or Level C of IPMA 4-L-C (International Project Management Association).

- Experience in planning and/or procurement and/or deployment of multi-site ERP or CRM-class IT systems. Experience with case management systems in justice institutions will be a strong asset.
- Proficiency in project management support tools such as MS-Project, Jira, Redmine etc.
- Familiarity with the Albanian justice system and the justice reform will be an advantage.
- Previous experience of working in the framework of a similar donor financed projects would be a distinct advantage.

### **General Requirements**

- Excellent oral and written communication skills in English.
- Flexibility and maturity of judgement.
- Sound analytical skills.
- Ability to work under direction and also to use own initiative.
- Ability to communicate effectively at a number of different levels and methods.
- Ability to work under pressure and to maintain deadlines.
- Political neutrality.
- Team and solution orientation.
- Suitable profile to work within a multidisciplinary team.
- Ability to understand and respect all confidential classifications (both government and trade nature) of any government or trade documents, statements or other information he/ she may be given during the exercise of his/ her duties.

### **POSITION 3: National Mid - Term IT Web Application Developer Expert Position** **(full time position)**

**Application Process – see above and:**

1. **Deadline for applications: 31 January 2020 / midnight.**
2. **Reference of the e - mail should be: National Mid - Term IT Web Application Developer Expert**
3. **Note: Candidates who are civil servants cannot be contracted.**
4. **Duration of engagement: as soon as possible, until end of project.**

### **Tasks and Responsibilities**

The national expert will support the project activities and tasks of EURALIUS Component 4 – IT Infrastructure. The main activities of the expert will be:

- development, testing, deployment and maintenance of mid-size software applications
- provision of user support for in-house developed applications
- set-up and maintenance of development and testing environments
- preparation of reports based on data collected in MS SQL server databases

Moreover, the expert will take an active part in other activities of EURALIUS, as needed.

## **Required Profile**

### **Specific Requirements**

- University degree in Information Systems, Computer Science or technically related field. Master's degree will be an advantage;
- At least 3 years working experience with software development, including development of web applications;
- Knowledge and practical experience with C#, ASP.NET, MSSQL / T-SQL, SQL Server Reporting Services;
- Proficiency with Visual Studio integrated development environment;
- Experience with working with software versioning and revision control system such as Git or SVN;
- Ability to understand UML documents;
- Working experience with court case management systems in Albania will be a distinct advantage;
- Professional experience with MFiles, MS-Dynamics or MS-SharePoint will be a distinct advantage;
- Previous experience of working in the framework of a similar donor financed project and in Albania would be a distinct advantage;
- Vendor software development certification, such as MCPD or MCSD, will be an advantage;
- Practical experience with SPARX Enterprise Architect will be an advantage;
- Knowledge of and familiarity with the Albanian justice system will be an advantage;

### **General Requirements**

- Excellent oral and written communication skills in Albanian and English.
- Sound analytical skills;
- Flexibility and maturity of judgement;
- Ability to work under direction and also to use own initiative;
- Ability to communicate effectively at a number of different levels and methods;
- Ability to work under pressure and to maintain deadlines;
- Political neutrality;
- Team and solution orientation;
- Suitable profile to work within a multidisciplinary team;
- Ability to understand and respect all confidential classifications (both government and trade nature) of any government or trade documents, statements or other information he/ she may be given during the exercise of his/ her duties.

**POSITION 4: International Mid – Term Expert – IT Governance (part time position with possibility of extension to full time)**

**Application Process – see above and:**

1. Deadline for applications: **31 January 2020 / midnight.**
2. Reference of the e-mail should be: **International Mid – Term Expert – IT Governance**
3. **Duration of engagement: as soon as possible, part time with possibility to extension to full time, until end of the project**

**Tasks and Responsibilities**

The principal responsibility of the Expert will be to support EURALIUS beneficiaries in improving the quality and efficiency of services delivered by their internal IT units. The primary focus will be on setting up and re-organising the IT units covering the courts, prosecution offices and the new governance institutions. The Expert will work on defining the roles and responsibilities of IT units, their internal structure, organigrams, job descriptions and IT policies, on training needs assessment, on the introduction of efficient IT tools supporting the operation of these units and on mid and long-term strategic planning. He/she will also provide input to the IT Strategy of the Justice Sector and take an active part in other activities of EURALIUS Component 4 – IT Infrastructure, as needed.

**Required Profile**

**Specific Requirements**

- University degree in Information Systems, Computer Science, Management, Business Administration or a technically related field. Master's degree will be an advantage.
- At least 10 years working experience in IT, at least 5 years experience in a managerial position in a unit delivering internal IT services in a mid-size institution.
- Practical experience with application of industry accepted IT governance standards such as ITIL.
- Experience with managing of the delivery of administration, user support and maintenance services for multi-site, ERP or CRM-class IT systems. Experience with case management systems in courts or other justice institutions will be a strong asset.
- Experience with strategic planning for mid-sized IT units.
- Experience with project planning and implementation, certification in an internationally recognised project management methodology at the practitioner level or higher will be a distinct advantage.

- ITIL certification at the practitioner level or higher will be a distinct advantage.
- Familiarity with the Albanian justice system and the justice reform will be an advantage
- Previous experience of working in the framework of similar donor financed projects would be a distinct advantage.

### **General Requirements**

- Excellent oral and written communication skills in English
- Flexibility and maturity of judgement
- Sound analytical skills
- Ability to work under direction and also to use own initiative
- Ability to communicate effectively at a number of different levels and methods
- Ability to work under pressure and to maintain deadlines
- Political neutrality
- Team and solution orientation
- Suitable profile to work within a multidisciplinary team
- Ability to understand and respect all confidential classifications (both government and trade nature) of any government or trade documents, statements or other information he/ she may be given during the exercise of his/ her duties