

END/SNE – JOB DESCRIPTION

Job Framework

<u>Job Title:</u>	END/SNE – JLS
<u>Job Location:</u>	Delegation of the European Union to Albania in Tirana
<u>Job Number:</u>	257657
<u>Area of activity:</u>	Justice and Home Affairs Section
<u>Category:</u>	AD
<u>Duration of secondment:</u>	2 years (extension possible up to 4 years)

Job Content

Overall purpose:

Under the supervision of the Head of Section, the Seconded National Expert will carry out work as Policy Officer in the fields of law enforcement/prosecution with a specific focus on justice reform, organized crime and anti-corruption. The Seconded National Expert will not work on the same files as in his/her home administration.

The SNE will monitor and contribute to analysis and reporting on justice and home affairs in Albania, including on regional level and in political relations with the EU and Member States, with a specific focus on justice reform, law enforcement and prosecution under the supervision of the Head of Section.

Functions and Duties:

- + POLICY ANALYSIS - Sector analysis, strategy formulation and programming
 - Under the supervision of the Head of Section support policy dialogue with relevant ministries, agencies, donors and other stakeholders in all areas of concern with special focus on justice, fight against organized crime, anticorruption and juvenile justice
 - Contribute to sector analysis and programming of activities under the Instrument for Pre-accession Assistance II (IPA II) in the above areas.
- + POLICY MONITORING - Monitoring pre-accession processes on chapters of the acquis
 - Under the supervision of the Head of Section, monitor and follow-up of developments as regards reforms under the key priorities for opening of accession negotiations (with a focus on Justice, anti-corruption and fight against organised crime).
 - Contribute to the preparation of the Enlargement Package Reports and other reporting or briefings related to the political criteria and Chapters 23 and 24.
 - Contribute to the submission of regular overview of progress made.
 - Monitor country commitments, including administrative capacity and enforcement records, and develop support actions to cover gaps.
- + EXTERNAL RELATIONS - External Relations
 - Manage, monitor and follow up international, bilateral and multi-lateral relations concerning Albania, in particular in the field of Justice and Home Affairs.
- + EXTERNAL COMMUNICATION (general) - Relations with Member States and interested parties
 - Under the supervision of the Head of Section, give presentations to Member States, professionals, NGOs, general public etc.
 - Contribute to the development of training programmes for practitioners in the judicial field.
 - Inform and advise other interested parties on the content of EU legislation in the area of judicial cooperation.

Job Requirements

<u>Education and Training:</u>	University diploma in law, political science, criminology or any other related field
<u>Knowledge and Experience:</u>	Experience of at least 3 years in the above mentioned areas at institutional level, analysis and reporting; in third countries (Embassy, International organization, NGO, etc.); Knowledge of EU institutions, related decisional processes, CFSP-CFSD, JLS, EU external action and related EU external policies (geographic and thematic); of the enlargement/Western Balkans area and relevant regional integration processes.

Skills

<u>Linguistic skills:</u>	Thorough knowledge (capacity to write and speak) in English and French. EN and FR are necessary to work with Commission HQ. Knowledge of the Albanian language is an advantage.
<u>Communication skills:</u>	Capacity to work and communicate under time constraints in an international diplomatic and multilingual environment.
<u>Interpersonal skills:</u>	Teamwork. Coordination and inter cultural communication skills.
<u>Intellectual skills:</u>	Solid analytical capability as well as drafting and reporting skills. Rapid grasp of problems and capacity to identify issues and suggest viable solutions.
<u>Management skills:</u>	Capacity to work in a well-coordinated way on various complex files

Personal Qualities

Dynamic, motivated and flexible personality. Ability to adapt quickly to new situations and deal with complex challenges. Resilience in situations of urgency.