

Job Announcement

**IT Expert on Employment Registration Platforms**

Co-PLAN is a non-profit organization that has contributed to sustainable development by enabling good urban and regional governance, tackling key environmental issues, developing civil society, impacting policies, and promoting community participation since 1995.

For the last 3 years Co-PLAN, has been engaged in pushing forward a potential reform on seasonal worker’s issues in Albania, through “Better employment conditions for Seasonal Workers in Albania”, a project financed by the German Federal Ministry for Economic Cooperation and Development (BMZ), through the GIZ programme “Open Regional Fund for South East Europe – Modernization of Municipal Services”.

***The overall objective of the project is to increase seasonal worker’s engagement in the labour market in Albania and provide them with better employment opportunities through an electronic registration system.***

In this context the project focuses in two main pillars:

1. Facilitate and coordinate the processes of the Country Working Group in order to improve Policy Making and the Legal framework related to labour issues and specifically those of seasonal workers in Albania by assessing, revising and giving specific recommendations on the identified regulations;
2. Asses, Improve and adapt the existing e-registration system in Albania for seasonal workers related issues and requirements, through development of software’s solutions (based on specifications) for the e-registration platform.

In the process of fulfilling one of the project activities (drafting of the IT business process analysis), the expertise of an IT expert on employment registration platforms and procedures is required, **for a period of up to 20 working days.** The aim of the IT - business process analysis is to provide targeted IT analysis and recommendations for adaptation of the e-registration platforms related to seasonal/temporary work.

***Main Tasks and Responsibilities,*** comprise direct engagement on “Better employment conditions for Seasonal Workers in Albania” project, and focus on the following activities and sub-activities:

1. Mapping and assessing the existing electronic system(s) in place related to labor issues and citizen's verification:

* Undertake an initial overview of the existing databases and software / portals - such as those managed by the tax administration, social insurance, business registry and similar which may be of relevance to the future enhancement of the system for seasonal employment of workers (information whether data exists in digital form, can they be exchanged, accessibility of data, etc.)
* Asses on functionality, effectiveness and existing interconnection among different systems and prepare the (draft) assessment report

1. Undertaking and draft the business process analysis model

* Conduct the business process “As – Is” Analysis and recommendations for their development/adaptation (by providing an inventory/list of IT specifications that need to be adopted or changed)

Additional tasks:

1. Liaise closely with relevant institutions in order to contact stakeholders collect relevant information on and draft the analysis with recommendations.

# Qualifications and Skills:

* MSc degree in Information Technology, Information Engineering or other relevant IT related fields;
* A minimum **5 years** of proven professional experience, preferably with relation to e-service providers / platforms
* Fluent communication and qualitative writing skills in English and Albanian;
* Good organization and facilitation skills for data gathering;
* Excellent working competences on Office package

# Application procedure

To apply for this position please send the following:

* CV (euro-pass)
* Your financial offer as the expert fee / working day for the assignment

Applications are accepted until July **25th 2022, 17:00h**.

Co-PLAN, Institute for Habitat Development is an equal rights and opportunities employer. Short-listed candidates will be contacted for the 2nd stage of the selection process.

All applications are to be sent to: [fiona\_imami@co-plan.org](mailto:fiona_imami@co-plan.org), and/or co-plan@co-plan.org