

Job Announcement

**Legal Expert on Employment issues**

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 legal business process analysis), the expertise of a legal expert on employment issues is required, **for a period of up to 20 working days.**

***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. Revising and assessing the existing legal framework related to labor market/employment / social insurance/ supervising of labor forces:

* Analyse/ Update with regards to country specific legal framework on employment issues, by providing an inventory / list of all regulations (must include all specification related to labour law, inspections of works, taxation issues, registration and de-registration legal requirements etc.)

1. Undertaking legal/administrative – business process analysis

* Conduct a legal and administrative process “As – Is” Analysis and recommendations for legal development/adaptation (by providing an inventory/list of regulations/bylaws 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.
2. Liaise with the IT expert while legally analysing the specification for IT platforms/law requirements

# Qualifications and Skills:

* MSc degree in Legal issues;
* A minimum **5 years** of proven professional experience
* Fluent communication and qualitative writing skills in English and Albanian;
* Good organization and facilitation skills for data gathering;
* Excellent working competences on Office package (MS Word & MS PowerPoint)

# 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