

Job Announcement

**Stakeholder’s Engagement and Policy 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 this context, development and implementation of new employment models requires changes in the regulatory framework and related administrative processes as well as a strong stakeholder’s engagement. For this reason, drafting a policy paper on seasonal worker’s approach to the labour market is to provide targeted insight on related (policy) issues to seasonal/temporary work, especially under the perspective of different stakeholder’s views and concerns, is more than necessary.

In this process, the expertise of a stakeholder’s engagement and policy expert is required, **for a period of up to 15 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. Draft Policy paper on Seasonal Worker’s issues in Albania in the perspective of stakeholder’s engagement
* Draft a policy paper on the necessity of undertaking a Policy on Seasonal Worker’s in Albania
* Discuss policy arrangements with relevant institutional stakeholder’s in close collaboration with the project team
1. Discuss Policy views with different stakeholder’s groups (both institutional and non-institutional actors)
* Organize different focus group discussions and / or interviews with different stakeholder’s in collaboration with the project team
* Prepare list of recommendations with regards to policy approaches with regard to seasonal worker’s engagement in Albania

Additional tasks and specific Outputs

1. Liaise closely with relevant institutions in order to contact stakeholders collect relevant information on and draft the analysis with recommendations.
2. Draft Policy paper on the necessity of undertaking a Policy on Seasonal Worker’s in Albania
3. Draft Questionnaire’s / Organization of at least 2 Focus Group Discussions with different stakeholder’s
4. List of recommendations with regards to policy approach

# Qualifications and Skills:

* MSc degree in Legal issues;
* A minimum **5 years** of proven professional experience in contribution to policy making and stakeholder’s engagement.
* 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 and/or co-plan@co-plan.org