**Vacancy Announcement**

**Research / Data Analyst**

Co-PLAN is a non-profit organisation aiming to contribute to sustainable development through good urban and regional governance, tackling key environmental issues, promoting civil society, policy influencing, and promoting community participation since 1995. At the core of Co-PLAN's activity is working with people and institutions to foster tangible social transformation and positive change on the ground by inducing change-driving knowledge in our society for smart management of our habitat. Co-PLAN fulfils its mission through pilot activities and advisory services financed by national and international institutions and direct involvement with communities, local government units and other non-governmental organisations in urban and regional management, environmental management, and municipal finance.

Co-PLAN is announcing a vacancy for an **Reasearch / Data Analyst** in the "Decentralisation and Local Regional Development Unit" (hereinafter the Unit).

**Main duties and responsibilities include:**

* Engage in current projects covered by the Unit, in administrative and content-related tasks;
* Contribute to the preparation of analyzes, reports, and statistics relevant to the preparation of reports on issues related to local finances, socio-economic analysis, etc.;
* Contribute to the continuous improvement and enrichment of databases by maintaining and updating them and the model of their processing;
* Contribute on the preparation of project-related documents, such as reports, policy briefs, presentations and other written documents;
* Organise and/or participate in activities (workshops, technical meetings etc.);
* Contribute to Units research activities (such as desk research, surveys etc.);
* To help generate visual materials (graphics, informative images, etc.) easily readable and understandable by other people, not in the field.
* Contribute to the conceptualisation and writing of project proposals regarding Units covered topics.

**Qualifications and skills:**

* Bachelor's and/or Master's degree in one of the following fields: economics, business administration, information economics;or related fields
* Sharp analytical skills and proven ability to engage in large dataset management, data processing and analysis (Excel, SPSS or other);
* Very good English language knowledge, both written and spoken;
* High quality of document writing in Albanian and Albanian;
* Good organisation and facilitation skills for conferences, meetings, and workshops;
* Knowledge of Albania's public institutions and public policies is an advantage.

**Application procedure**

To apply for this position, please send the following:

* A cover letter expressing your interest (written in English);
* A CV (in English);
* A copy of your academic diplomas;
* A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Applications are accepted until **August 26, 2022, at 17:00h**. Co-PLAN is an equal rights and opportunities, employer. Only those who fulfil the requirements specified in this Terms of References are encouraged to apply. Only short-listed candidates will be contacted for this stage of the selection process.

All applications are to be sent to: [co-plan@co-plan.org](mailto:co-plan@co-plan.org)