

Vacancy Announcement

Decentralisation and Local Regional Development Unit

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 **Expert in Local Finances** 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 analysis and reports in the fields of economy and finances;
- Contribute to the continuous improvement and enrichment of databases;
- Organise and/or participate in activities (workshops, technical meetings etc.);
- Contribute to Units research activities (such as desk research, surveys etc.);
- Contribute to generating visual materials (graphics, informative images, etc.);
- Contribute to the conceptualization and writing of project proposals.

Qualifications and skills:

- Bachelor's and/or Master's degree in one of the following fields: economics, business administration or related fields;
- Sharp analytical skills and proven ability to engage dataset management, data processing and analysis;
- 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;

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 deadline: **September 30, 2022, at 17:00h.**

All applications are to be sent to: co-plan@co-plan.org

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.