**Civil Society and Gender Expert - Vacancy Announcement**

Co-PLAN, Institute for Habitat Development

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 in knowledge-making since 1995.

At the core of Co-PLAN’s activity is the work 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 this 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 organizations in urban and regional management, environmental management, and municipal finance.

Co-PLAN is announcing a vacancy for the position of a “**Civil Society and Gender Expert**”:

*Main Duties and Responsibilities:*

* Work on different projects related to the support and engagement of civil society organisations;
* Design, management and evaluation of different modalities of support to civil society (e.g. grant programme, capacity development, direct support to networks, facilitation of policy dialogue)
* Plan, develop and implement project activities with a focus on civil society strengthening/ advocacy and activism projects;
* Prepare content, reports, and any written materials related to project activities or project monitoring;
* Conducting participatory processes as part of various projects with a strong community mobilisation/ participatory component;
* Liaise with project beneficiaries and stakeholders depending on the project needs;
* Ensure gender equality aspects in activities and any processes undertaken in view of the project(s);
* Contribute with ideas and content to project acquisition processes;
* Write content for social media publications related to project activities;

*Qualifications and Skills:*

* Master’s degree in a relevant field such as Social Science, Political science, International Relations or other suitable disciplines;
* Sharp analytical skills and ability to process and analyse data/information in both English and Albanian
* Excellent command of the English language and fluency in both written and spoken English;
* High quality of writing in Albanian;

*General professional experience:*

* At least 6 years of relevant professional experience in the field of governance, democracy and/or civil society and gender issues;
* Excellent knowledge and understanding/local expertise on the CSOs in Albania
* Familiarity with design/management/evaluation of different modalities of support to civil society (e.g. grant programme, capacity development, direct support to networks, facilitation of policy dialogue) would be an advantage;
* Excellent communication skills.
* Proven networking skills, and ability to generate interest in Co-PLAN activities, and work-related products;

*Application procedure*

To apply for this position please send the following:

* A cover letter expressing your interest (written in English);
* A CV and two letters of reference (in English);
* A copy of the academic diplomas;
* Portfolio of written/designed or published works authored or co-authored by the applicant (if applicable);
* A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Applications are accepted until **January 25, 2024**, 16:00h. 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 the 2nd stage of the selection process. All applications are to be sent to: [co-plan@co-plan.org](mailto:co-plan@co-plan.org) .

*\*All applications will be treated with strict confidentiality in compliance with Law No. 9887/2008 “On the Protection of Personal Data”.*