

VACANCY ANNOUNCEMENT

Recruitment of the Project Management Unit (PMU)

Two Positions: Project Manager and Project Admin/Finance Assistant

Development of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of Albania to UNFCCC

1. Background

The Ministry of Environment, as Implementing Partner, invites qualified candidates to apply for two positions within the Project Management Unit (PMU) of the above project. The current implementation phase is focused on the preparation, finalisation and submission of the combined BTR2/NC5, while the completed BTR1 serves as the immediate technical and institutional baseline.

The PMU will support overall project management, coordination, financial and administrative management, monitoring and reporting, mobilisation of technical expertise, and implementation of the approved work plan through the project completion date.

2. Positions

Position	Duty Station	Expected Duration
Project Manager	Tirana, Albania	From contract signature until the completion of the activities of the project
Project Admin/Finance Assistant	Tirana, Albania	From contract signature until the completion of the activities of the project

3. Application and Selection

- Applicants must clearly indicate the position for which they are applying.
- Each position will be assessed and selected separately against its respective Terms of Reference and minimum qualification requirements.
Required application documents:
 - Personal CV or P11 form (updated and signed), detailing positions held, key functions, duration of assignments, qualifications, and professional references relevant to the application, copies of documents verifying required education, relevant to the application.
 - Motivation letter explaining suitability for the position;
 - A minimum of three reference letters or contact details for professional references.
 - The proposed methodology for carrying out the task;
 - Financial offer per month;
 - Copy of identification document;
 - Criminal record certificate.
 - Conflict of interest declaration.
- Application deadline: **20.10.2026**
- Submission method: via official mail physical Address: "Dëshmorët e Kombit" Boulevard No. 1, 1001, Tirana.

The detailed Terms of Reference for each position are provided below.

Terms of Reference (TOR)

Project Manager

1. Position Information

Unit/Project	Project Management Unit (PMU) Project: Development of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of Albania to UNFCCC
Title	Project Manager
Duty station (City and Country)	Tirana, Albania
Work arrangement	Office-based / as required by project implementation arrangements
Expected Duration	From contract signature until the completion of the activities of the project.
Supervision / Reporting	Project governance and reporting arrangements established under the signed Project Document and Project Board/UNDP-GEF framework.

2. Unit/Project Description

The assignment forms part of the Project Management Unit (PMU) for the project “Development of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of Albania to UNFCCC”. During the current implementation phase, the operational and technical focus is on preparation, finalization and submission of BTR2/NC5, while the completed BTR1 serves as the immediate technical and institutional baseline. The Project Manager is responsible for overall project management and technical coordination in accordance with the signed Project Document.

3. Scope of Work

The Project Manager (PM) will be responsible for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors, and will have technical duties.

Managerial Responsibilities

- Manage the overall conduct of the project.
- Plan the activities of the project and monitor progress against the approved workplan.
- Execute activities by managing personnel, goods and services, including drafting terms of reference and work specifications, and overseeing all contractors' work.
- Provide support for completion of assessments required by UNDP, spot checks and audits.
- Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form.
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.

- Monitor progress, watch for plan deviations and make course corrections when needed within Project Board-agreed tolerances to achieve results. Ensure that changes are controlled and problems addressed.
- Perform regular progress reporting to the Project Board as agreed with the Board, including measures to address challenges and opportunities.
- Prepare and submit financial reports to UNDP on a quarterly basis.
- Manage and monitor the project risks, including social and environmental risks, and maintain the project risk log.
- Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.
- Prepare the inception report no later than one month after the inception workshop.
- Ensure that the indicators included in the project results framework are monitored annually/periodically.
- X • Prepare the EA Completion Memorandum and carry out the related monitoring and evaluation (M&E) tasks, in accordance with the responsibilities assigned to the Project Manager under the signed Project Document

Technical Responsibilities

- Review Albania's previous National Communications, BUR1, National Inventory Report, revised NDC and Action Plan, Fourth National Communication and the completed BTR1, using BTR1 as the immediate technical and institutional baseline for BTR2/NC5.
- Review sectoral analyses, strategies, action plans and reports prepared by national/international consultants on climate change, GHG inventory and MRV, mitigation and adaptation measures, and climate finance.
- Become familiar with the Transparency of Climate Action under the Paris Agreement and the relevant UNDP offer.
- Prepare background analysis of existing national strategic plans and relevant reports, contributions of development partners, progress in climate-related legislation and implementation, and existing technical and human-capacity gaps.
- Prepare the country assessment for climate enabling activities and capacity-building initiatives for transparency.
- Advise on findings and lessons learned from previous reporting cycles and BTR1 and guide the expert teams mobilized under the ProDoc Outcomes through the revision, finalization and publication of BTR2/NC5.
- Monitor implementation plans including the gender action plan, stakeholder engagement plan, and any environmental and social management plans.
- Prepare Terms of Reference for consultancies, assess consultancy deliverables, and ensure their consultation with relevant stakeholders.
- Assess major and minor amendments (as necessary) to the project within the parameters set by UNDP-GEF.
- Capture lessons learned during project implementation.
- Monitor events as determined in the project monitoring plan and update the plan as required.

4. Institutional Arrangement

The Project Manager will perform the assignment within the governance arrangements established by the signed Project Document and will coordinate project implementation with the Ministry of Environment, UNDP, the Project Board, project experts, contractors and relevant national stakeholders. Reporting obligations and approval lines will follow the applicable Project Document and UNDP-GEF procedures.

5. Competencies

Competency	Expected Behaviour
Achieve Results	Plans and monitors work, pays attention to detail, and delivers quality outputs by agreed deadlines.
Think Innovatively	Approaches problems pragmatically and identifies workable improvements within the project framework.
Learn Continuously	Shares knowledge, seeks feedback and applies lessons learned during implementation.
Adapt with Agility	Works effectively in changing implementation conditions and manages ambiguity constructively.
Act with Determination	Demonstrates accountability, drive and resilience in delivering agreed project results.
Engage and Partner	Builds constructive working relationships with institutions, experts, stakeholders and project partners.
Enable Diversity and Inclusion	Works respectfully and supports inclusive, gender-responsive project implementation.

6. Minimum Qualifications

Section	Minimum Qualifications / Requirements
Minimum Education requirements	A master's degree or equivalent in environment, economics, public administration, or engineering. Training certification in project management is an asset.
Minimum years of relevant work experience	Minimum seven (7) years of experience in the coordination and management of donor-funded development projects related to environment and climate change. Minimum five (5) years of experience in international donor-funded development projects. Minimum five (5) years of experience in Albanian environment and climate-change stakeholder coordination as part of donor-funded development projects. Minimum five (5) years of cooperation with Albanian central and local government institutions through the implementation of donor-funded development projects related to environment and climate change.
Required skills	Government institutions coordination and management skills. Excellent stakeholder coordination and engagement skills. Excellent communication skills. Critical thinking and problem-solving skills.



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MINISTRIA E MJEDISIT

Section	Minimum Qualifications / Requirements
	Results-oriented working approach. Very good English language skills. Excellent computer skills, in particular in Microsoft Office 365 applications.
Required Language(s)	Excellent Albanian language skills, at the level of native speaker, and very good English language skills.

7. Documents Required from Applicants

- Personal CV or P11 form (updated and signed), detailing positions held, key functions, duration of assignments, qualifications, and professional references relevant to the application, copies of documents verifying required education, relevant to the application.
- Motivation letter explaining suitability for the position;
- A minimum of three reference letters or contact details for professional references.
- The proposed methodology for carrying out the task;
- Financial offer per month;
- Copy of identification document;
- Criminal record certificate.
- Conflict of interest declaration.

Terms of Reference (TOR)

Project Admin/Finance Assistant

1. Position Information

Unit/Project	Project Management Unit (PMU) Project: Development of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of Albania to UNFCCC
Title	Project Admin/Finance Assistant
Duty station (City and Country)	Tirana, Albania
Work arrangement	Office-based / as required by project implementation arrangements
Expected Duration	From contract signature until the completion of the activities of the project
Supervision / Reporting	Under the close supervision of the Project Manager.

2. Unit/Project Description

The assignment forms part of the Project Management Unit (PMU) for the project “Development of the First Biennial Transparency Report and the combined Fifth National Communication and Second Biennial Transparency Report of Albania to UNFCCC”. During the current implementation phase, the operational focus is on BTR2/NC5. The Project Admin/Finance Assistant provides the administrative and financial support required for efficient implementation of the Project under the close supervision of the Project Manager.

3. Scope of Work

Under the close supervision of the Project Manager, the Project Admin/Finance Assistant will perform the following duties and responsibilities:

- Keep records of project funds and expenditures, and ensure all project-related financial documentation is well maintained and readily available when required by the Project Manager.
- Review project expenditures and ensure that project funds are used in compliance with the Project Document and the Ministry of Environment financial rules and procedures.
- Prepare and certify FACE forms before submission to UNDP.
- Provide necessary financial information as and when required for project management decisions.
- Provide necessary financial information during project audit(s).
- Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues.
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities.
- Liaise and follow up with the parties responsible for implementation of project activities in matters related to project funds and financial progress reports.
- Prepare revisions of project budget as needed.

4. Institutional Arrangement

The Project Admin/Finance Assistant will work under the close supervision of the Project Manager and will support the administrative and financial implementation of the project in accordance with the signed Project Document and applicable Ministry of Environment and UNDP procedures.

5. Competencies

Competency	Expected Behaviour
Achieve Results	Plans and monitors work, pays attention to detail, and delivers quality outputs by agreed deadlines.
Think Innovatively	Approaches problems pragmatically and identifies workable improvements within the project framework.
Learn Continuously	Shares knowledge, seeks feedback and applies lessons learned during implementation.
Adapt with Agility	Works effectively in changing implementation conditions and manages ambiguity constructively.
Act with Determination	Demonstrates accountability, drive and resilience in delivering agreed project results.
Engage and Partner	Builds constructive working relationships with institutions, experts, stakeholders and project partners.
Enable Diversity and Inclusion	Works respectfully and supports inclusive, gender-responsive project implementation.

6. Minimum Qualifications

Section	Minimum Qualifications / Requirements
Minimum Education requirements	A master's degree or equivalent in finance, public administration, or economics.
Minimum years of relevant work experience	Minimum five (5) years of experience in administrative and financial assistance of donor-funded development projects. Minimum three (3) years of experience with the financial policy, regulations and procedures of the Ministry of Environment or another line ministry. Minimum three (3) years of cooperation with Albanian central and local government institutions through assistance in the implementation of donor-funded development projects related to environment and climate change.
Required skills	Very good communication and organization skills. Critical thinking and problem-solving skills.



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Section	Minimum Qualifications / Requirements
	Results-oriented working approach. Excellent computer skills, in particular in Microsoft Office 365 applications.
Required Language(s)	Excellent Albanian language skills, at the level of native speaker, and very good English language skills.

7. Documents Required from Applicants

- Personal CV or P11 form (updated and signed), detailing positions held, key functions, duration of assignments, qualifications, and professional references relevant to the application, copies of documents verifying required education, relevant to the application.
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