



## Vacancy Announcement

### *About us*

**Cooperation and Development Institute (CDI)** is an Albanian think tank focused in analyzing and contributing to public policy at national and regional scale. Established in 2000, it is a politically independent, not for profit, non-governmental organization. CDI's mission is to contribute to the quality of policy-makings with open and fact-based research, analysis, advocacy and debate. Through research, publications, events and social media, CDI promotes a unique discussion space for everyone interested in improving the quality of evidence-based decision making.

CDI is looking for motivated and experienced candidate for the position of **Project Officer** full time equivalent.

She/He will support CDI's two programme areas "EU and Connectivity" and "Youth and Society", with particular focus on projects covering Youth Cooperation and Regional and EU cooperation.

#### *About Western Balkans Youth Cooperation Platform (WBYCP)*

Within the Programme "Youth and Society", WBYCP is the main representative flagship initiative consisting in an online and offline a grassroots regional youth platform implemented together with the umbrella youth organizations of the six Western Balkans Countries - National Youth Congress of Albania, National Youth Council of Macedonia, National Youth Council of Serbia, High School Students Union of Montenegro, Central Youth Action Council of Kosovo and Bosnia and Herzegovina Association for United. With the aim to promote youth connectivity in the Balkans, WBYCP offers a unique and tailor-made space to youngsters from the region where they meet, plan, organise, implement and voice up their action. In WBYCP youngsters can find partners for joint activities, design and implement joint initiatives, exchange ideas, consult a youth library, and built and carry outreach and lobbying action. WBYCP is designed to function as a resource center for youth in the Western Balkans.

#### *About Regional Cooperation*

Regional Cooperation is an important component of CDI work. Our "EU and Connectivity" Programme involves different initiatives and projects that aim to create a critical mass of knowledge on regional cooperation, especially in the framework of the Berlin Process and Connectivity Agenda. The main flagship initiative under this Programme is represented by Tirana Connectivity Forum, the only such event covering connectivity, reforms and enlargement in the South Eastern Europe region.



More information about the two programmes can be consulted at: [www.cdinstitute.eu](http://www.cdinstitute.eu) .

### *Duties and Responsibilities*

- Support CDI's youth and regional cooperation projects and activities;
- Support the WBYCP for the overall implementation of programme activities, in terms of planning, research, executing of project activities, documentation, communication, etc;
- Prepare analytical content for WBYCP communication purposes, including for website and social media, annual report and other ad hoc reports;
- Monitor project progress, handle any issues that arise and analyze risks and opportunities and propose action, if and when needed;
- Organize and/or attend management and monitoring meetings;
- Prepare a work plan for the assignment with clear timelines for the deliverables;
- Ensure proper tracking and measuring of activities and media exposure;
- Build networks with key persons at stakeholder institutions (i.e. donors and partners);
- Organize meetings, workshops and other events in the field of work of the project(s);
- Prepare press reviews and visibility materials in the related project's topic/s;
- Perform other related tasks as required.

### *Required Work Experience and Skills*

#### **Academic Qualifications/Education:**

- Master's degree in social sciences, law, international relations, economics, development studies, or an area relevant to the requirements of this vacancy announcement.

#### **Work Experience:**

- Minimum from 3 to 5 years of demonstrated professional experience in the field of youth and regional cooperation projects, programmes and/or initiatives in the Western Balkans;
- Experience in conducting policy research and analysis preferably in the thematic areas of social policies, participation, youth employment, regional and youth cooperation;
- Previous work experience and/or work relationship with regional NGOs/Think tanks is considered an asset;
- Experience in project implementation and coordination, from conception to monitoring.



## Skills and competences required

- The candidate should be able to research, analyse and summarise information;
- The candidate should be self-motivated, well organised and capable of multitasking;
- Capacity to work with people from different social and cultural backgrounds;
- Strategic thinking skills and spirit of initiative are an important part of the work;
- Drafting skills for texts for external audiences and very good communication skills;
- Excellent written and oral skills in English;
- Computer literate.

## *Application and Deadline*

Interested candidates who meet the criteria set out in the detailed job description are invited to submit the following documents by Sunday, **28 February 2021**, at **23:59 CET** at [info@cdinstitute.eu](mailto:info@cdinstitute.eu)

- CV (*Europass format only*);
- A one-page letter of motivation, describing what makes you suited for the position;
- One reference letter from previous employer;
- Financial proposal.

Please clearly specify in the subject line the position you are applying for: **“Application for Project Officer: Name & Surname.”**

*Note: \*Please make sure you meet all required qualifications and experience before applying. Only candidates who meet the criteria will be shortlisted for interviews.*

**VACANCY TYPE:** Full- time with a 1-year fixed term contract

**DUTY STATION:** Tirana, Albania

**DATE OF ISSUE:** 28 January 2021

**DEADLINE FOR APPLICATION:** 28 February - 23:59 Central European Time (CET/CEST)

**START DATE:** ASAP