



Building a Greener Economic Environment

Annex 1 : Job Description

Post: Country Director, CNVP Albania

Reporting to:

Executive Board and Supervisory Board of CNVP Foundation and donors

Job overview: To lead and manage his own activities and those of CNVP Albania employees to the highest standards and in line with CNVP strategic objectives as defined by the Executive Board and develop new core business for CNVP to increase its financial viability and sustainability. The role of Country Director is critical for the success of CNVP and reports directly to the Executive Board of Directors and Supervisory Board of CNVP.

The Country Director is responsible for leading and driving the Albanian country program. It is a multi-faceted role, focused on upscaling and strategically strengthening the country program, ensuring high-quality delivery of projects, and securing adequate funding to sustain and grow operations. The Country Director needs to be well informed about national and international development priorities and steer the sectors in response to these priorities. The Country Director is expected to build partnerships and alliances between CNVP and important national and international actors and stimulate collaboration for impact in CNVP sectors. The Country Director will also be the face of CNVP in the country and ensure its positive image and visibility.

The Country Director leads, coaches and supports a team of professionals to perform at their best to meet and exceed client, donor and CNVP expectations.

General responsibilities:

1. assist the Executive Board to implement CNVP's strategy in its six key areas of activity¹.
2. build excellent relationships, networking links, communication and information flows with key donors, government officials (at central and municipality levels), private sector, NGOs/CSOs, universities, the media and other key stakeholders at country and regional levels to ensure that CNVP is represented at all important meetings.
3. strategic leadership of the program including multi-country efforts within the overall parameters of CNVP's Balkan strategy.
4. strong and supportive leadership and management of the country team: creating and developing an environment that supports high performance, learning and teamwork at all levels.
5. undertake academic/internet research, business development and project partnership activities on an in-country, cross-border and regional basis, and contribute to the preparation of concept notes and project proposals.
6. help to prepare CNVP's annual business plan and budget (operations and investment), as well as associated human resource requirements.

¹ Sustainable forest management; climate change, environment and NRM, including zonal coast management; agri-rural development; renewable energy and waste management; gender and women's economic empowerment; community mobilisation, governance and civil society; and European accession and related policy questions.

7. cooperate with all CNVP staff, as well as local and international experts (in North Macedonia, Albania, Kosovo, Montenegro, Serbia, Bosnia Herzegovina and the Netherlands) to implement the annual work plan/budget to the highest quality.
8. support key partners to strengthen their capacities to develop and implement natural resource management strategies, policies, and projects on a participatory basis and in line with EU regulations.
9. in addition, the Country Director fosters innovation of CNVP products and services facilitates learning, documentation, and evidence-based knowledge development in collaboration with CNVP's team and partners.
10. prepare a self-assessment of annual performance.
11. undertake an annual performance assessment of country specific CNVP staff.
12. contribute written and visual material to the News and other sections of CNVP's website; and
13. report to the CNVP Executive Board monthly, and undertake all other activities requested by him/her, including the preparation of reports and attendance at external meetings (where these are fully funded).

Specific responsibilities:

1. in charge of implementing the Sida, PONT and ADA funded projects as well as other incoming projects.
2. overall management of the CNVP Albania programme. The Country Director (CD) is responsible for the CNVP programme in the country and through its leadership guides and steers the team. The CD is managing the programme, team members and all its projects implemented by the team.
3. taking all the necessary measures to boosting up the team spirit, functionality and harmony, towards the highest performance, in full respect and adherence to CNVP standards and procedures in place.
4. planning and reporting on the CNVP Albania programme and financial management.
5. business Development of the CNVP Albania and wider programme.
6. networking and relationships, and
7. The specific competences of the CD are defined in the CNVP overall competence table as delegated by the EB and in the power of attorney for the CNVP Albania management.

Period: one year, 01 January 2024 until 31 December 2024, with possibility for continuation. After six month as CD, the candidate will go through a performance assessment and be considered for Executive Board Member. As member of Executive Board (EB), the candidate will perform to the best of his/her personal abilities to project CNVP as a regional professional organization with integrity that delivers the highest quality services. EB is a joint body, and its members will maximise the positive cooperation between all CNVP's staff, its clients, and related stakeholders, in order to contribute to meeting CNVP's mission statement and objectives.

Members of EB will function within the framework set by the reasonable instructions and stipulations as issued by, or on behalf of, the CNVP Netherlands Supervisory Board.



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Behaviour:

Importance is attached to projecting CNVP as a professional organization of integrity that delivers the highest quality service. In performing this job, it is essential that the Director conducts him in a way that maximizes positive cooperation and networking between all of CNVP's staff and related stakeholders, in order to contribute to meeting CNVP's mission statement and objectives.

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