



Building a Greener Economic Environment

JOB DESCRIPTION

Vacancy position: **Project Advisor**

Location: **Tirana, Albania**

Background

CNVP (Connecting Natural Values & People Foundation) is a Dutch-based organization operating in the Balkans, a successor of SNV the Dutch development organization. Currently, CNVP is implementing projects in Albania, Kosovo, North Macedonia and Montenegro. We focus on forests as one of the most important ecosystems for biodiversity conservation, climate change mitigation and local economic development. By promoting the sustainable use of natural resources, we help local communities and governments create a life in harmony with nature. Through our projects, we contribute to a better Southeast Europe by working in the following six key areas:

1. Sustainable natural resource management
2. Climate change
3. Rural development
4. Renewable energy
5. Community mobilization
6. European accession

CNVP, through its branch offices in North Macedonia and Albania, is implementing a three-year project (2022-2025) "Sustainable use of natural resources for transboundary socio-economic development of protected areas in North Macedonia and Albania (Korab-Koritnik, Shar, and Albanian Alps)", funded by Prespa Ohrid National Trust (PONT).

The CNVP office in Albania is looking for a qualified person to fill the position of **Project Advisor** in order to support with the implementation of this project.

Position summary

The Project Advisor in Albania will be primarily responsible for field activities, logistics, including maintaining close contact and relationships with beneficiaries and local stakeholders. S/he will make significant contributions to the implementation of project activities in Albania, as well as directly supporting sub-granting project activities and subsequent monitoring activities.

For all project outputs, the Advisor will provide project logistical support to the project team and CNVP office in Tirana. S/he will be skilled at networking with local stakeholders and will have a thorough understanding of environmental issues, protected areas, rural tourism, NTFPs, and so on. He/she will ensure effective communication with project colleagues in the CNVP offices in North Macedonia and Kosovo, as well as support the ecological corridors within his/her scope of work and contribute to cross-border project activities.

The Advisor will be directly responsible to the CNVP Country Director in Albania.

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Building a Greener Economic Environment Main Responsibilities

The **Advisor** will be required to:

- Support the general implementation of the project "Sustainable use of natural resources for transboundary socio-economic development of protected areas in North Macedonia and Albania (Korab-Koritnik, Shar and Albanian Alps)".
- Maintain relationships with local stakeholders, such as Administration of Protected Areas, NGOs, PONT grantees, local and national businesses municipalities, informal groups of citizens, etc.
- Support the cooperation with local institutions and organisations in the promotion and involvement of different state and local institutions to achieve project results;
- Support logistically the organization on conducting environmental-related events envisaged in the project's work plan;
- Support the project team and its partners in the organization and implementation of other activities related to the project;
- Support the sub-granting schemes, implementation, and its impact and coordinate logistical activities of the same;
- Support to a monitoring sub-granting plan and evaluation of project's outcomes and results on a regular basis;
- Promote CNVP and the project in line with the core values of the organization and the commitments envisaged under the project;
- Support the coordination of activities with the CNVP offices in North Macedonia and Kosovo, as well as with the donor PONT;
- Contribute with field inputs for reporting and media news according to the project requirements;
- Build excellent relationships, networking links, communication, and information flows to ensure that CNVP is represented at all important local environmental meetings;
- Provide necessary local and administrative support to the CNVP for other project initiatives and other donor-funded projects;
- Contribute to the envisaged self-assessment performances;
- Be responsible for managing all administrative tasks related to the position;

Requirements

- A university degree (M S C) in a relevant discipline such as environment, natural resources management, rural development;
- Excellent knowledge on nature conservation, Protected Areas in Albania and the region, ideally practical experience in implementing similar projects;
- At least 5 years of work experience in project implementation and coordination;
- Very good knowledge of sub granting scheme processes.
- Excellent knowledge of governance mechanisms related to the Protected Areas in Albania and the region.
- Very good knowledge of income generation opportunities (nature-based tourism, MAPs/NTFPs, etc).
- Excellent written and oral communication skills in English language
- Excellent relationship skills and the ability to meet deadlines.
- Capability to summarize the assignment and draw conclusions on related topics
- Cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Strong relationship, teamwork, gender, participatory approaches, and organizational skills are required;
- Excellent communication and networking skills;
- B category driver's license, ability to travel frequently to the project regions.

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Working conditions

Full-time for one year (with possible extension and based on potential extension of the project and work performance).

Place of work: **Tirana, Albania with frequent travelling to the project regions**

Performance:

This summary job description will be used in the Employee's Annual Performance Review. Annual targets for the employee to be used in assessing the performance will be agreed with the employee.

Behavior

In order to contribute to meeting CNVP's mission statement and objectives, the Project Advisor must perform this job in a way that maximizes positive cooperation and networking among all CNVP staff and related stakeholders and based on the organizational code of conduct. It is critical to portray CNVP as a professional organization with integrity that provides the highest quality service.

Application procedure

Interested candidates are invited to send a **motivation letter** and a **CV** (using the EU Pass Format) and **three references** to recruitment@cnvp-eu.org no later than **July 15th 2024**.

Only shortlisted candidates will be invited to a personal interview.



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