

VACANCY NOTICE
Vacancy Ref: IADSA/ 2026/ TSU ALBANIAN CO-DIRECTOR
12/05/2026

Position Title:	Co- Director (Albanian Nationality)
Programme Title:	Debt for Development Swap Program (IADSA)
Department/ Office:	Technical Support Unit (TSU) Embassy of Italy in Albania and Ministry of Finance of Albania
Type of Assignment:	Twelve months Fixed Term individual contract (with the possibility of extension)
Working Hours	40 hours per week
Estimated Starting Date:	ASAP
Duty Station:	Tirana, Albania
Deadline for Application:	26/05/2026

BACKGROUND:

The current Italian Albanian Development Cooperation Programme includes an innovative financing instrument: the Debt for Development Swap Program (IADSA), funded with 20 million Euro under “IADSA I” (2011) and 20 million Euro under “IADSA II” programs (2016), which is designed to support social development initiatives promoted by Albanian public institutions at both national and local levels. Its objective is to strengthen social cohesion on a territorial basis, promote balanced regional development, enhance social equality, and create employment opportunities, thereby supporting Albania on its path toward membership in the European Union.

Within this framework, the Italian Embassy in Tirana and the Ministry of Finance of the Republic of Albania have established the IADSA Management Committee (MC), supported by the Technical Support Unit (TSU). The TSU acts as the Secretariat of the Management Committee and reports directly to it. The TSU is managed by two Co-Directors: one of Albanian nationality and one of Italian nationality.

The IADSA Programme is currently seeking qualified individuals of Albanian nationality to apply for the position of Co-Director of the Technical Support Unit (TSU)

POSITION SUMMARY

The Albanian Co-Director of TSU is jointly responsible with the Italian Co- Director to manage the Technical Support Unit (TSU) of the Italian Albanian Debt for Development Swap Program (IADSA), and also coordinate the activities related to the implementation of the Agreement and operate under the direct supervision of the Management Committee (MC). The Co-Directors will be supported by executives and supporting staff recruited for this purpose and detailed in the annual work plan and relative budget approved by the MC. The duty station will be based in Tirana but should be ready to travel and hold numerous meetings throughout the country, and work under pressure.

The main objective of the position is to manage and administer the program under operating guidelines and procedures set out in the Program Agreement and Operation Manual. The Program Co- Director is responsible for the successful delivery of the whole Initiative of the Governments of Albania and Italy, Debt for Development Swap Program (IADSA).

The role requires effective co-ordination of the Programme’s stakeholders.

A key responsibility of the Program Co-Director is to maximize the likelihood of program success by guiding initial concepts and ideas—outlined in the program’s synthesis and logical framework—through all stages of execution and implementation. This role is essential in ensuring sustained focus, maintaining team motivation, and making continuous progress throughout the program lifecycle.

The selected candidate will be offered a twelve-month fixed-term individual employment contract, governed by the applicable Albanian labour legislation and the relevant IADSA Programme documents, under the supervision of the Management Committee. The duration of the contract shall in any case be subject to the duration, operational needs and availability of funds of the IADSA Programme

In conformity with the Operation Manual of the Program (OMP), the two Co-Directors shall:

AREAS OF RESPONSIBILITIES/TASKS



- Direct, supervise and coordinate the day-to-day activities of the TSU related to the management and implementation of the Program, including financial management, procurement, preparation and launching of Call for Proposals, monitoring and financial reporting;
- Ensure that TSU staff perform their duties as defined in their Terms of Reference within established timelines, while overseeing performance evaluations and providing constructive feedback;
- Work closely with the relevant government agencies;
- Submit to MC for approval, possible amendments to the OMP;
- Prepare the launch of the Call for Proposals for new projects, whenever appropriate;
- Appraise the projects presented and list them by order of merit (ranking list) in accordance with the conditions and criteria indicated in the OMP; submit to the MC, with written advice statement, the projects recommended for financing;
- Prepare the contracts with the selected Albanian Public Institutions “Applicants”, and submit them to the MC for approval and signature;
- Take care of the administration of the Counterpart Fund (CPF);
- Submit to MC for approval, every 6 (six) months, the technical and financial reports of the ongoing projects activities;
- Submit to MC for approval, every 6 (six) months, the updated Work Plans and budgets of the ongoing projects for the release of funds;
- Prepare and submit to the MC a list of the installments to be transferred from CPF to the Project Accounts;
- Submit to the MC for approval, the annual budget for the running of the TSU;
- Submit to the MC possible project amendments with additional costs as permissible under the rules;
- Report periodically on the project’s achievements;
- Promote synergies with other development programs;
- Organize and/or conduct monitoring and/or evaluation of projects;
- Submit to the MC proposals for projects suspensions/cancellations;
- Report directly to the MC at the end of the month, by submitting tasks performed during the month;
- Reporting to the MC, including but not limited:
 - Quarterly technical and financial progress reports;
 - Annual Reports and Work Plans;
 - Other reports as required time to time;
 - Six-month progress reports including information on situation of the Call for Proposals and all projects financed describing main activities carried out and related disbursements occurred, in accordance with art. 1 of the OMP;
- Supervision and approval of the procurement and disbursement procedures;
- Contract negotiation;
- Liaison with other related institutions, projects, programs.
- The language of reporting will be English.

REQUIREMENTS

- Applicants must be of Albanian nationality.
- Applicants must hold a University Degree in Management, Business, Finance, Economics, or related fields.
- The selected candidate will be offered a twelve-month fixed-term individual employment contract, governed by the applicable Albanian labour legislation and the relevant IADSA Programme documents, under the supervision of the Management Committee. The duration of the contract shall in any case be subject to the duration, operational needs and availability of funds of the IADSA Programme Proven experience in the management, coordination or oversight of programmes/projects involving significant financial resources and complex stakeholder coordination.
- At least 2 years of experience with grant management, calls for proposals and/or donor-funded procedures, including EU PRAG procedures where applicable Experience with comparable budget to that envisaged in the vacancy announcement.
- Fluency in English (written and spoken to level C1 of the Common European Framework of reference for languages);
- Albanian native speaker.
- Good knowledge of Italian;
- High level of computer literacy, including Word, Excel, PowerPoint, email and the internet.

Experience and competences:

- Organized and shows competency in both implementation and delegation of work;

- Excellent and proven planning, organizational, coordination, negotiation and problem-solving skills;
- Excellent inter-personal and communication skills;
- Proven ability in reporting and in presenting information clearly and logically both in writing and verbally.
- Ability to coordinate and work to tight deadlines and handle multiple concurrent activities.
- Proven ability in establishing and maintaining effective working relationships with people of different national and cultural backgrounds.

SUBMISSION OF APPLICATIONS

Qualified and interested candidates are hereby requested to apply. Applications shall be submitted by e-mail to the following email addresses **no later than 26th May 2026**: info@financa.gov.al / tirana.mciadsa@esteri.it.

The application should contain the following:

- Curriculum vitae in Europass CV format¹, including clear statements on candidate's language skills education and professional experience, as well as the contact details (valid email and telephone number) of the Candidate and at least two (2) professional references;
- Cover/ Motivation letter² ;
- Copy of passport/ ID card.

The application missing any of the above mentioned documents will not be considered.

Please insert "IADSA- Albanian Co- Director of the Tecnical Support Unit" in the subject line of the email.

Only short-listed candidates will be contacted for interview. During the interview(s), the Management Committee, or any selection panel formally appointed by it, will assess the shortlisted candidates' overall suitability for the position, including their relevant professional experience, technical and managerial competencies, motivation, communication skills and language proficiency.

PROCEDURAL PROVISIONS

- The appointment shall be subject to verification of the absence of conflicts of interest and compliance with the applicable integrity and eligibility requirements.
- Appointment to the post shall only take effect on condition that the selected candidate will submit certified copies of the university degree and employment certificates which demonstrate that the candidate meets all the eligibility requirements and criteria above specified.
- Incomplete applications and applications received after the deadline will not be considered.
- Any false or misleading statement may result in the exclusion from the procedure or termination of the contract, as applicable.
- The Management Committee reserves the right not to proceed with the appointment if no candidate is deemed suitable for the position.

DISCLAIMER

By submitting their application, applicants acknowledge that their personal data will be collected and processed exclusively for the purposes of this selection procedure by the staff authorized by the Ministry of Finance, the Embassy of Italy in Tirana, the AICS office in Tirana and/or the IADSA TSU, in accordance with the applicable data protection legislation. Personal data will be retained only for the period necessary for the completion and documentation of the selection procedure, according to the applicable law.

By responding to this vacancy announcement, applicants authorize the use and elaboration of personal data and information, including sensitive ones, by TSU/MF/Embassy of Italy/AICS staff in charge of collection and storage of applications, as well as their use and treatment during the selection process.

EQUAL OPPORTUNITIES

TSU/ MF/ Embassy of Italy adopts the principles of equal opportunities and accepts applications without any sort of discrimination based on gender, race, ethnicity, social origin, genetic features, language, religion, political orientation, membership to a minority, property, birth, disability, age or sexual orientation.

¹ <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>

² The motivation letter shall be no longer than 2 pages and concisely illustrate the candidate's interests and value added with respect to the advertised position.