



Public Finances Management Expert

Vacancy Announcement

Co-PLAN is a non-profit organization that has contributed to sustainable development by enabling good urban and regional governance, tackling key environmental issues, developing civil society, impacting policies, and promoting community participation knowledge-making since 1995. At the core of Co-PLAN's activity is the work with people and institutions, to foster tangible social transformation and positive change on the ground by inducing change-driving knowledge in our society for smart management of our habitat. Co-PLAN fulfils this mission through means of pilot activities and advisory services financed by national and international institutions and direct involvement with communities, local government units and other non-governmental organizations in the field of urban and regional management, environmental management, and municipal finance.

Co-PLAN is announcing a vacancy for the position of a “*Public Finances Management Expert*”.

Main duties and responsibilities:

- Work as an Expert in Co-PLAN's projects and activities focusing on public finances management;
- Provide support/coaching to municipalities and other organizations in the field of public financial management, development strategies and other related institutional documents (annual and medium term budgets, fiscal packages);
- Ability to conduct economic development analysis and feasibility studies;
- Work with communities to facilitate communication between local governments and citizens on issues related to municipal finances;
- Manage databases, data mining and analysis;
- Prepare reports, policy briefs, or similar written documents;
- Conduct policy research in the fields related to local finances and fiscal decentralization;
- Conceptualize and write project proposals within the scope of local finances and local/regional economic development;

Qualifications and skills:

- Master degree in one of the following fields: economics, finance, business administration, information economics;
- Sharp analytical skills and proven ability to engage in large dataset management, data processing and analysis;
- Excellent command of the English language and fluency in both written and spoken English;
- High quality of document writing in Albanian;
- Good organisation and facilitation skills for conferences, meetings, workshops;



- Knowledge of the public institutions and public policies in Albania, including the policy debates and events;
- Ability to work off own initiative and to proactively follow and tune-into the dynamics of team-work;

Professional experience

- At least 5 years of relevant professional experience in the field of economics, economic development, public finances, public administration or related projects;
- 3-5 years of experience in governance projects, local or central administration institutions;
- Proven experience in data processing and analysis.

Application procedure

To apply for this position please send the following:

- A cover letter expressing your interest (written in English);
- A CV and two letters of references (in English);
- A copy of your academic diplomas;
- A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

Applications are accepted until **September 08, 2017, 17:00h**. Co-PLAN is an equal rights and opportunities employer. Only those who fulfil the requirements specified in this Terms of References are encouraged to apply. ONLY short-listed candidates will be contacted for the 2nd stage of the selection process. All applications are to be sent to: co-plan@co-plan.org.