

## CEJ Convergence in the Western Balkans

### CALL FOR APPLICATIONS- TEAM LEADER

In the framework of the project ***Climate Environmental Justice (CEJ) Convergence in the Western Balkans***, financed by the Agence Française de Développement (AFD), Expertise France (EF) is looking for a Team Leader based in Tirana (Albania).

The Action seeks to **improve access to justice and effectiveness of citizen participation in the field of environmental justice**, thereby contributing to convergence towards European standards in Albania, North Macedonia and Montenegro. More particularly, the Action will support the three countries for **EU accession** through the alignment of their national frameworks to the **Aarhus Convention standards** on access to environmental justice, which was officially integrated into EU standards in 2006.

The Action will be structured around 3 components under the Team Leader's responsibility:

- **The first component** (Component 1) will be dedicated to the improvement of access to justice on climate and environmental matters.
- **The second component** (Component 2) will be dedicated to the improvement of citizen participation on climate and environmental matters.
- **The third component** (Component 3) will focus on the implementation of grants for civil society organizations.

A full-time Team Leader will be based in Tirana, Albania, for the entire duration of the project and will frequently be travelling to different localities of **Albania, Montenegro and North Macedonia**. He/she will work under the supervision of the Expertise France's Head of the Justice and State Reform Unit and in close collaboration with the Project Manager in accordance with the project specifications. In the Tirana office, the Team Leader will be supported by an Administrative and Financial Manager. He/she will be coordinating four-part time key experts on justice and citizen participation respectively based in Albania and North Macedonia.

#### General description of the position:

The Team Leader (full time intervention – from 1/03/2026 to 30/11/2026) will be in charge of the **overall strategic planning and coordination of the Action's implementation** (60%) and the **provision of expertise in the field of Justice and public participation** (40%). He/she will work in close coordination with all stakeholders and target groups as well as the AFD and the EF's Headquarter team.

The Team Leader will have the following missions:

#### **Overall strategic planning and coordination (60%)**

- Ensure project management and execution, in particular by establishing smooth and constructive trust-based relationships with project beneficiaries (national authorities, ministries, school of magistrates), and other stakeholders (EF, AFD, partners);
- Ensure a strategic vision of the project and identify needs and orientations;
- Ensure the smooth and timely implementation of activities for the 3 components of the project;
- Coordinate the project team and the interventions of experts, including drafting terms of reference, organising missions;

- Coordinate the production of deliverables and ensure their quality; draft documents related to the project (notes, newsletters, interim and final reports, etc.);
- Approve expenditures in line with EF procedures and ensure compliance with the contractual obligations of the project;
- Contribute to the project's visibility by representing the project and participating to relevant events;
- Coordinate project monitoring and evaluation including the preparation of interim monitoring reports (with the follow up of the logical framework indicators) with the support of a M&E expert and the headquarters;
- Set up the committees, commissions and working groups required to implement the project;
- Supervise the organization of workshops, training sessions and study visits;
- Supervise, with the support of an administrative and financial manager, the implementation of grants for civil society organisations, leading the selection of the eligible organisations and following up on their respective implementation (component 3).

#### **Provision of expertise (40%)**

- Provide expertise on Justice (component 1) :
  - Work in close collaboration with the Ministries of Justice and Environment, Schools judiciaries, legal and judicial institutions involved in the project ;
  - Organise and manage working groups during national roundtable discussions and regional workshop on environmental Justice, in close collaboration with key experts ;
  - Develop training modules and legal tools on environmental justice ;
  - Organise training of trainers for national magistrate training schools.
- Provide expertise on citizen participation on environmental and climate matters (component 2):
  - Ensure the continuity of actions initiated during the first phase of the project, working in close collaboration with the selected pilot municipalities that benefit from the project's extended support, and competent central authorities to meet needs and expectations, and address challenges;
  - Develop tools and trainings for the benefit of the pilot municipalities' staff and support the implementation of the developed tools;
  - Capitalize on the tools and trainings and formulate recommendations for their generalisation at the national levels;
  - Coordinate the development of national participation toolboxes;
  - Identify needs to specific expertise, and mobilise national, regional and international experts.

#### **Knowledge and Skills:**

- Minimum 5 years of higher education (Master's Degree or equivalent) in law ;
- Excellent writing skills;
- Excellent teamwork and communication skills;
- Strong leadership skills and ability to work in a complex environment;
- Good command of IT and communication tools (word processing, presentation, etc.).
- Ability to organize, coordinate and draft the various documents required;
- Ability to work as part of a team (adaptability to a multicultural environment essential).

#### **General Professional Experience:**

- At least 5 years of experience implementing international projects;
- At least one previous experience as a Team Leader in an internationally funded-project;
- Previous field experience implementing development cooperation projects in the Western Balkans would be an asset;

- Experience working in/with civil society organisations;
- Experience working in/with public institutions in the Western Balkans.

**Specific Professional Experience:**

- At least 5 years of experience providing legal expertise ;
- Excellent knowledge of the justice system, and justice stakeholders ;
- Solid knowledge of legal system of Western Balkans, especially in Albania ;
- Previous experience in organising and delivering training for judicial professionals and workshops ;
- Previous experience in environmental justice, climate change or the protection of the environment would be an asset.

**Language Skills:**

- Perfect command of English and Albanian;
- Knowledge of Macedonian, Montenegrin and/or French would be an asset.

Estimated starting date: 1<sup>st</sup> of March of 2026

Duration: 9 months

Position: Expertise France Team Leader

Applications should include a CV and a cover letter.

Deadline for submissions: **26/02/2026**