

ALBANIAN RAILWAYS JOB VACANCIES ANNOUNCEMENT

The Albanian Railways (HSH – Hekurudha Shqiptare) is a vertically integrated joint-stock company in charge of the railway network and train services in Albania, which, according to the new Rail Code based on EU directives, has been restructured in line with the Acquis Communautaire.

HSH is expanding its activities in line with the decision of the Albanian Government to rehabilitate the Albanian Railway Network with the support the European Union and International Financing institutions (IFIs), enabling larger scale improvements connecting Albania with the EU.

Within the framework of strengthening the capacity of its organization, HSH intend to develop a new organisational structure, a Project Management Implementation Unit (PMIU) which envisages 3 dedicated sectors:

- Project Implementation Unit (PIU) for “Tirana – Durrës – Rinas” (responsible for managing the implementation of the subject project);
- PIU for “Vore - Hani i Hotit” (responsible for managing the implementation of the subject project)
- Project Management and Implementation Sector (responsible for managing the project preparation activities performed by various external technical assistance).

At this stage, **HSH is seeking to recruit 5no. staff for its Project Management Implementation Unit (PMIU) located in Durrës (Albania).**

HSH as Employer, will offer to selected candidates:

- a unique opportunity for taking part to high-scale projects, working in an international environment with a professional, multi-skilled and motivated team, ensuring the candidate’s adequate professional development.
- the opportunity to help the country to reinvigorate its rail sector, improve people’s lives and tackle climate change.
- A permanent employment contract with competitive terms and conditions.

Albanian Railways are an equal opportunity employer who promote the inclusion of qualified and experienced staff without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.

Albanian Railways are looking for experts/specialists; from whom we expect:

- Motivation for HSH mission and goals
- Excellent team spirit
- Desire to make a difference
- Commitment to build professional relationships
- Ability to works effectively in local / international environment.

If you are interested in working with Albanian Railways, find out more about competencies urgently required at the Albanian Railways listed in the Annex to this Job Vacancies Announcement.

Please read the job description you are interested to carefully and prepare your application, which will be composed of:

- A presentation letter,
- Your CV,
- Professional Certificates (if any)

preferably written in / translated into English language

Once the application deadline has passed, an Evaluation Committee appointed by the HSH Administrator will review the applications and select a “shortlist” of applicants to undergo further screening. The short-listed candidates will be contacted for the next stage.

The successful candidates in the previous stages will be invited for a face-to-face interview, preferably at HSH premises. Such interview aims to assess the candidate’s competency and knowledge on certain job-related subjects.

Once all the interviews are completed, we will be able to **recommend** the candidate who best meets our emerging needs and best fits to our team.

At the end of the evaluation procedure, a conditional offer will be sent to the selected candidate.

The Client’s contact details for submitting your application are as follows:

Client: **HSH – Hekurudha Shqiptare**
Email: **info@hekurudha.al**

1- Head of Vore – Hani i Hotit Project Implementation Unit (PIU)

Posted Date: 23.01.2024

Close Date: 23.03.2024

This is a full-time position for which HSH offers a permanent employment contract, which will be financed by a European Investment Bank sovereign loan to the Republic of Albania for the first five years. Therefore, the selection procedure for hiring suitable candidates will be performed in line with the “Guide to Procurement for Projects financed by the EIB”¹.

Purpose

The Head of Vore – Hani i Hotit PIU (HPIU) shall ensure / monitor that the PIU is established, adequately equipped, staffed and that it operates effectively discharging its obligations. HPIU will be responsible for coordination and all day-to-day project implementation activities on behalf of the Albanian Railways Company (HSH).

HPIU reports to the the HSH Administrator. He/she will be responsible for the overall management and achievements of the Vore – Han i Hotit Project (“the Project”) and the coordination with the Project Financiers. HPIU shall ensure that all activities financed under the Project are implemented in accordance with the applicable laws of the Republic of Albania and the undertakings and provisions of the Project Financing Agreements with IFIs and thorough EU Grants. The Head of PIU shall be responsible for the timely and proper liaison among the Project Stakeholders, e.g. the Albanian Railways (HSH), the line ministries, the Project Financiers, ensuring close cooperation with any appointed consultants, contractors, Project beneficiary institutions, state agencies, and any other project stakeholders for the implementation of the Project activities in accordance with the approved Procurement Plan.

Operating Network

In this position, the HPIU will report directly to the Project Department Director and HSH Administrator, cooperate closely with colleagues working within the PIU, PMIU and HSH and with the IFI officers in charge of the Project.

Accountabilities

- Organize, coordinate, integrate, plan, manage and monitor operations of the PIU, its experts and all the other institutions involved in the Project during its preparation and implementation. HPIU shall ensure timely implementation of all the Project sub-components and reporting to Project stakeholders.
- Represent and act on behalf of the HSH, with the necessary Power of Attorney, in during the implementation of the Project, and/or in any meetings with the Project IFIs, government, Project stakeholders, contractors, supervisors, suppliers and consultants, as well as any involved third parties.
- Develop and supervise implementation of standardized administrative and operating procedures for the PIU, including but not limited to maintenance of record-keeping and data storage systems, efficient use of the Project funds, accounting and reporting formats for financial transactions of the project, procurement and contract monitoring system, etc.
- Prepare statutory reports, update Project implementation plans and schedules, operational manuals, Project cash-flows and payments, in accordance with the HSH instructions and/or under the terms and conditions required in the specific Financing Agreement(s) with the Donors.

¹ Refer to <https://www.eib.org/en/publications/guide-to-procurement>

- Take part in development, improvement, and implementation of procedures envisaged under the annual Project Budget; preparation of supplementary budgets when required; cooperate with the HSH Financial Department, Project IFI, and the relevant Ministries to ensure that all expected Project funds are duly planned and budgeted;
- Evaluate performance and operational effectiveness of the staff under his/her supervision, prepare regular evaluation and feedback reports to the EBRD/EIB on their performance, , including, when necessary, any identified gender equality issues or social issues to ensure non-discrimination and equal opportunity, and recommend changes where necessary;
- Implement other responsibilities for the management and organization of the necessary work to ensure the implementation of Projects in accordance with the EBRD/EIB Guidelines and Project Financing Agreement(s), and the laws of the Republic of Albania;
- Ensure that all documents prepared or approved under the Project comply with the relevant laws of the Republic of Albania, as well as with the IFIs relevant rules and procedure;
- Ensure implementation of the Project in accordance with EBRD Environmental and Social Performance Requirements (PRs) and good international practice,
- Represent, promote and ensure visibility to the Project (and each sub-components) in local and international forums, internal, external and inter-agency working groups / workshops, with government departments, non-government organizations, industry, and the community
- Ensure effective coordination between the PIU and other departments (PIUs) within the HSH Project Management and Implementation Unit (PMIU) structure and other HSH Departments.

Qualifications

The candidate shall own:

- University Degree (4+ years) in Civil / Mechanical Engineering or related field
- Excellent skills in presentation, communication and writing in both English and Albanian
- Minimum 10 years' experience working in internationally funded infrastructure projects
- Minimum 5 years' work experience in a managerial role
- Proficient computer skills in Microsoft Office suite, project management and network monitoring tools
- Relevant Experience with proven track records in:
 - Good interpersonal and leadership skills, working effectively in multi-disciplinary business teams handling complex issues;
 - Developing and managing working relationships with senior stakeholders to facilitate delivery.
 - Decision making and organizational skills.

The skills listed below will be considered as an asset:

- Knowledge of local and/or international (EBRD, EIB, WB, etc.) procurement procedures
- Experience in implementation of IFI funded projects in the field of infrastructure
- Knowledge of FIDIC (or equivalent) Conditions of Contract for construction works and consultancy services

Complaints

In case of complaints against HSH action from any person having or having had an interest in obtaining the contract, the complaint mechanism is described in the steps listed below:

1. HSH will respect a standstill period after the notification of the selected candidate evaluation results to ensure that review procedures for effective remedies are available to the other candidates. HSH will not proceed with the contract signature until the expiry of 10 calendar days from the date on which the contract award notification was sent to all the candidates.

2. Any candidates, if unsatisfied with the debrief, have the right to submit their formal complaint to “*Platforma e Bashkëqeverisjes*” (“Co-Governance Platform”) at the following e-platform: <https://www.shqiperiageduam.al/>, being the competent National Remedy Mechanism in charge of handling all the complaints concerning state/governmental institutions. The formal complaint should be submitted to “*Platforma e Bashkëqeverisjes*” (“Co-Governance Platform”) under the section “Ministry of Infrastructure and Energy” and “Albanian Railways – Hekurudha Shqiptare”. Co-Governance Platform shall provide a formal reply within 10 days from the receipt of the candidate’s complaint.
3. Only if/when the first two steps above have been exhausted, the candidates have still the right to submit their complaint to EIB in line with the “Guide to Procurement for Projects financed by the EIB”, Parts B and C of Annex 8.