

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 work 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**

2 - Contracts / Procurement Specialist

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 Contracts / Procurement Specialist (CPS) will support the HPIU and HSH Administrator in the procurement, management and administration of on-going and/or future contracts launched under local and/or international funded projects. The CPS will be responsible in ensuring that all the procurement, contractual and/or legal documents related to any initiatives promoted by the PIU and/or HSH will be conceived prepared, negotiated and signed with the selected contractors, in accordance with the policies and the relevant terms and conditions agreed with the international funding agencies or according to the local Procurement Law.

Operating Network

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

Accountabilities

- Prepare and update procurement plans.
- Review contracts, agreements, memoranda of understanding, transactions and any other contract / legal documents relevant to the projects .
- Provide support to project delivery teams in dealing with contractual aspects throughout the project
- Draft/review scope of services and/or works, requests for expressions of interest, requests for proposals, and other procurement documentation and report directly to the HPIU or the HSH Administrator.
- Promote and/or defend the HSH position/interest in public forums including public hearings, administrative, local, international and governmental proceedings whenever necessary,
- Review and prepare on behalf of the PIU and/or HSH, responses to contractual correspondence between contractors, consultants and/or suppliers, governmental and non-governmental agencies, and any other third parties.
- Review and prepare on behalf of the PIU and/or HSH, clarifications to bidders during procurement procedures.
- Participate as member or chair of tender evaluation committees.
- Keep records of and update the registers of incoming and outgoing correspondence for all the infrastructure projects managed by the PIU and/or HSH.
- Work closely with the PIU and/or HSH staff and provide assistance on any contractual and procurement issues brought to his/her attention.

Qualifications

The candidate shall own:

- University Degree (4+ years) in Law, Engineering or related field.

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

- Excellent Skills in presentation, communication and writing in both English and Albanian.
- Minimum 10 years' experience working in internationally funded projects
- Minimum 5 years' experience working in similar positions;
- Good knowledge of FIDIC (or equivalent) Conditions of Contract for construction works and consultancy services.
- Proficient computer skills in Microsoft Office suite

The skills listed below will be considered as an asset:

- Previous experience working with IFI Infrastructure procurement procedures.
- Result-oriented attitude with ability to manage a variety of tasks and meet deadlines with minimum supervision

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.shqiperialgeduam.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.