



Tirana, 05/05/2023

Name: Albanian Institute of Public Affairs
Address: Street "FrangBardhi", no118, Tirana
E-mail: director.aipa@umb.edu.al
Submission deadline: 25/05/2023

Open call

Engagement of an Expert in the framework of the drafting of the informative brochure.

Background

Albanian Institute of Public Affairs - AIPA since January 2023 is implementing the project "Support children and youth in vulnerable conditions", supported by UNDP. The main goal of the project is to identify, develop and promote a community-based alternative service to child and youth in conflict with the law including authors, victims and witnesses, girls and women's living in poverty, in vulnerable conditions, being violated or divorced, in Lezha, Laç and Burrel. In this regard, through this project Albanian Institute of Public Affairs aims at providing primary free legal aid, capacity building and empowering activities, as well as a reintegration program for specific target group, such as children and youth in conflict with the law. For all above a brochure with information about primary and secondary free aid will be drafted and distributed in the target cities of the project.

Object:

Engagement of an Expert for the drafting of the informative brochure.

Purpose of the position:

The Expert will be in charge to collect information about the primary and secondary free legal aid and to draft an informative brochure, within the deadline foreseen by the contracting organization.

Submission of the service:

3 working days

Duties and Responsibilities:

- To collect information about primary and secondary free legal aid;
- To draft the informative brochure within the deadlines defined by the contracting organization;



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- To coordinate the work with the project staff;

Qualification and experience:

- The expert should be graduated in Justice and Law;
- Should have at least 2 years of experience in drafting informative brochures;
- Should have organizational and communication skills;
- Excellent command of the Albanian language; preferably, proficiency in English;

Necessary documents for application:

- CV of the applicant;
- Financial offer;

The application must be submitted by email at director.aipa@umb.edu.al within 25/05/2023.