



The Embassy of Sweden is recruiting an Assistant for the Nordic Liaison Office in Tirana

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The Nordic Liaison Office in Tirana supports law enforcement cooperation between the Nordic countries and Albania, Kosovo, Montenegro och Bosnia and Herzegovina. The office is organized as a section under the Embassy of Sweden in Tirana.

As an employer the Embassy offers competitive employment conditions and an opportunity to be a part of and international work environment.

Duties

As assistant at the Nordic Liaison Office in Tirana you will support the office's daily activities under the supervision of a Nordic Police Liaison Officer, who you will cooperate closely with and provide full support to in your work.

Your primary task will be the efficient execution of all administrative work necessary for maintaining the office's operational and strategical activities.

Other functions include planning and coordination of upcoming meetings, visits, events and travels. Additionally, a considerable part of the work will be dedicated to the arranging and registration of incoming and outgoing information into the information systems and logs.

Fluent and correct interpretation between Albanian and English languages during meetings with Albanian authorities and other counterparts, as well as effective translation and drafting of documents and correspondence in the mentioned languages, will be a frequent task.

You will also have continuous contact with different authorities and counterparts from the Nordic countries and Albania as well as the other countries under the offices responsibility, by telephone and email communication.

You will actively and with purposefulness participate in establishing new contact points for the office, in order to develop and enhance the cooperation with different counterparts, and to maintain the already existing contact network.

You will gather public news information from open sources and stay updated on topics in Albania and the region that can be relevant for the liaison office and its operational and strategic interest, e.g. crime developments, trends, and events that can have impact on the office's activities, etc.

Additionally, you have to be available to travel. Travel in Albania and the region for meetings will take place on a frequent basis, and travel to Sweden and other Nordic countries might occur.

From time to time, you must be available to work outside of normal working hours, and sometimes on a very short notice.

Besides the mentioned duties you will also be required to temporarily carry out other tasks, even if these are not included in the regular duties.

Requirements

We are looking for a person who is a native speaker of the Albanian language and with very high level of proficiency in English¹.

You have experience of working with law enforcement authorities or at liaison offices.

We expect you to have post-secondary studies and at least three (3) years of demonstrable experience in an administrative job. Work permit in Albania is required as well as a valid national passport.

You must have high computer skills and good knowledge in Microsoft Office programs (i.e. Outlook, Word, Excel, Power Point etc.), and you have strong ability to learn and manage new information programs and systems.

You are good at typing and drafting, and you have the capacity to write texts and reports.

You are available for travel, domestically and internationally, for work outside working hours when called for and have a valid driving license.

Personal skills

You are a responsible, trustworthy, dynamic, creative, proactive, and sociable person, who easily can express yourself and establish contact with others.

You are organized, you know how to prioritize your tasks and you can work independently at the same time as you have the ability to adapt and work as a team.

You are also extremely reliable and responsible with the handling of the information that you will have access to².

You have a desire to learn new things and to contribute to the goals set up at the office within in your work area.

¹ Language tests will be conducted.

² Security evaluation and assessment of the selected person will be conducted.

We put emphasis on your capability and skills in making connections and communicating with others. We are looking for someone who is not afraid to ask and insist to get answers in order to solve problems.

You are service minded. You have capacity to work under stress and with short time limits and deadlines when necessary.

It is important that you have the ability to understand your role from different perspectives and that you are able to take initiatives and propose changes, improvements or solutions, in dialogue with the Police Liaison Officer.

Merits / experience

Previous experience from translation and interpretation between English and Albanian languages is an asset.

Previous cooperation with Albanian authorities, especially with law enforcement agencies, will be taken into consideration.

It is valuable if you have experience from and are familiar with Albanian legislation and law enforcement activities.

It is desirable that you have a general understanding and experience from working with information systems and registers. Advanced use of Excel, creation of dynamic tables, data linking and statistical graphs will be considered an asset.

A third language would be considered an asset, especially knowledge of Swedish, Norwegian, Danish or a language of the Western Balkan region.

Other information

Please send a personal letter including a presentation of yourself and your previous work experience, together with a CV³ by email to ambassaden.tirana@gov.se no later than 11th February 2025. Mark your application with reference No. **UM2025/01564/TIRA**.

Please note that the selection process may take several weeks. Only the applicants who will be subjects to the continuance of the selection process will be contacted. The selected person is expected to start the duty on 1st of April 2025.

Information regarding the Embassy of Sweden can be found at www.swedenabroad.se/tirana.

For further information about the position, write to sbm.ie@polisen.se.

³ Personal letter and CV will only be accepted if they are in English language.