

**TAP - Career Opportunities: CSR/Community Investment Advisor (1021)**

Requisition ID 1021 - Posted 04/11/2013 - Tirana - External Affairs - Country Office Albania - Albania  
- Specialist - Regular - Full-Time

The Trans Adriatic Pipeline (TAP) AG is a proposed pipeline project that aims to support Europe in its strategic goal of securing further gas supply. TAP's shareholding is comprised of BP (20%), SOCAR (20%), Statoil (20%), Fluxys (16%), Total (10%), E.ON (9%) and Axpo (5%).

For TAP's Tirana Office we are looking to engage a CSR/Community Investment (CI) Advisor to support the and coordinate all processes related to CSR in Albania with a particular focus on the setting up, administration and implementation of TAP's Social and Environmental Investment Fund in Albania in close cooperation with related TAP teams in Albania and the CSR manager in TAP's headquarters. The related processes include: 1) Assessing and prioritizing local needs and pre-identifying potential investment possibilities, 2) setting up the CI fund management structure; 3) coordinating fund administration; 4) coordinating fund operations and implementation, 5) reporting and monitoring.

The CSR/ CI Advisor is a member of TAP's Albania team and reports to TAP's Country Manager Albania and works in close collaboration with the CSR manager in TAP's headquarter in Baar, Switzerland.

Main tasks and duties:

General CSR tasks:

Acting on community concerns and mediating between their needs and the interests of the project;  
Closely liaise with relevant functions of the TAP project organization, Technical Service Providers (TSPs) and sub-contractors in carrying out local CSR and stakeholder management activities;  
Undertake frequent and regular visits to the field to demonstrate and ensure the project's commitment to the local economy and ensure that CSR activities are successfully implemented;  
Identifying social risks and mitigation measures by monitoring and reporting social compliance.

Supporting TAP in all processes to successfully set up and implement TAP's Social and Environmental Investment Program in line with TAP's requirements and in collaboration with the CSR manager in TAP headquarters and aligned with TAP Country teams.

Coordinating the assessment of local needs and priorities for CI.

Coordinating the setting up of the fund management structure.

Coordinating the administration of the CI Fund.

Coordinating fund operations:

Project financial management;

Application of environmental and social safeguards;

Result-based and knowledge management.

Coordinating fund implementation, thereby:

Calling for project applications and proactively searching and categorizing potential projects;

Supporting the project identification and pre-selection process;

Identifying project, notification, reviewing and screening project applications, eligibility assessment and implementation support in accordance with TAP's CI Fund's eligibility criteria and procedures;

Supporting pre-selected project applicants to design adequate sustainable business cases;

Mobilizing of project co-financing;

Developing a capacity development plan associated with the selected option;

Setting up and supervising a technical and financial support unit;

Procuring of services and equipment for project activities;

Ensuring transparent and auditable selection of budget;

Disbursing funds to recipient organizations/projects;

Consolidating programming and financial statements and reports;  
Managing TAP's CI portfolio.  
Regular monitoring, evaluation and reporting and audits of CI Program portfolio performance.

Main requirements:

Advanced university degree, public administration, business administration, finance, economics or other relevant social science.

10 years' experience with projects of international character, preference in Oil & Gas industries

Experience in successfully managing and running large funds

Stakeholder engagement skills with ability to build consensus with government officials, municipalities, affected people and development partners

Strong organizational skills and proven capacity to work collaboratively in a multi-cultural settings, while taking responsibility for individual deadlines and deliverables

Strong analytical skills, expertise in improving business cases to make projects operational and sustainable

Have the flexibility to travel frequently to communities along the pipeline route

Excellent verbal and written communication in English and Albanian

To apply, please first open a candidate profile on our e-recruiting page and then use the online application form. Application sent by e-mail or in paper format cannot be considered.