

Environmental Expert - Vacancy Announcement

CoPlan is a non-profit organization that contributes to sustainable development by enabling good urban and regional governance, tackling key environmental issues, developing civil society, impacting policies, and promoting participation in knowledge-making since 1995.

At the core of CoPlan's activity is the work with people, organizations, and institutions both in Albania and the Western Balkans to foster tangible social transformation and positive change. Green Transition, Pollution, Climate Change, and Ecosystem-based management and governance of our habitat are some of the thematic areas whereas CoPlan fulfils its mission through pilot activities, research, advisory services, subgranting, etc.

CoPlan is announcing a vacancy for the position of an "**Environmental Expert**":

Main Duties and Responsibilities:

The Environmental Expert will work directly on CoPlan projects addressing environmental issues, contributing technical expertise across the full project cycle, from research and field data collection to policy advice and capacity building. Core responsibilities include:

- Bringing sound knowledge and technical expertise on one or more Green Agenda pillars to project support and implementation.
- Contribute on methodologies and approaches that support environmental conservation and the sustainable use of land and resources and translating these into practical advice for policymakers.
- Carrying out field and site monitoring (air quality, noise, ecosystem services) to assess environmental impacts, and collecting, managing, and analyzing the resulting environmental data.
- Working with spatial and statistical datasets, including GIS mapping, environmental indicators, and monitoring data, to support analysis, reporting, and evidence-based decision-making.
- Maintaining regular communication and collaboration with environmental civil society organisations, community groups, public institutions, academic organisations, experts, and nurturing networking opportunities through event organizations.
- Contributing to capacity-building activities for local and central institutions, civil society, and other stakeholders on environmental topics.
- Identifying and helping develop new research and project opportunities in priority areas such as renewable energy and climate change, including contributing to proposal and concept-note development.
- Supporting the planning, implementation, monitoring, and reporting of projects and contributing to the timely delivery of project outputs.

Qualifications and Skills:

- Master's degree in environmental engineering, environmental management, environmental and earth sciences, or another relevant environmental field.

- At least 3 years of proven professional experience working on environmental issues, ideally including field monitoring and data analysis.
- Sharp analytical skills, with the ability to process, analyze, and interpret environmental data and datasets, and to communicate findings clearly in both English and Albanian.
- Good knowledge of Albania's environmental governance framework, relevant public institutions, environmental policies and legislation.
- Proficiency in GIS software, such as QGIS or ArcGIS, and experience in handling, analysing, mapping, and visualising spatial and environmental data is an advantage.
- Excellent working competence with the Office package (Word, Excel, PowerPoint); familiarity with statistical or data-analysis software (Python, SPSS) is an advantage.
- Good knowledge and understanding of environmental civil society organizations in Albania.
- Familiarity with the management, or evaluation of different modalities of support to civil society (grant programs, capacity development, direct support to networks, facilitation of policy dialogue)
- Excellent command of the English language, with fluency in both written and spoken English.
- Ability to work independently and as part of a multidisciplinary team, manage multiple assignments, meet deadlines, and adapt to changing project requirements
- Good organizational and facilitation skills for conferences, meetings, workshops, and networking events.

Application procedure

To apply for this position please send the following:

- A cover letter expressing your interest (written in English);
- A CV and two letters of reference (in English);
- A copy of the academic diplomas;
- Portfolio of written/designed or published works authored or co-authored by the applicant (if applicable);
- A document to prove the level of knowledge of the English Language (Diploma, Certificate, etc.).

CoPlan is an equal rights and opportunities employer. Only those who fulfill the requirements specified in this Terms of References are encouraged to apply.

Application deadline: 12 July 2026

**All applications will be treated with strict confidentiality in compliance with Law No. 9887/2008 "On the Protection of Personal Data".*