

Secretary General

Albanian Association of Banks (AAB)

1. Position Summary

Position Title	Secretary General
Organisation	Albanian Association of Banks (AAB)
Location	Tirana, Albania
Employment Type	Full-time, Permanent
Reporting To	Supervisory Board / Chairman
Languages Required	Albanian (native), English (fluent); other languages an asset

The Secretary General is the executive body of the Albanian Association of Banks (AAB) and serves as the primary liaison between member banks, regulatory authorities, government bodies, and international financial institutions. The role carries full accountability for the day-to-day management of the Association, the execution of its strategic agenda, and the representation of the collective interests of the Albanian banking sector.

2. Organisational Context

The Albanian Association of Banks (AAB) is the representative body of commercial banks licensed and operating in Albania. Founded to promote a sound, competitive, and well-regulated banking environment, AAB acts as the primary voice of the sector in dialogue with the Bank of Albania, the Albanian government, European and international institutions, and the broader public. The Secretary General leads a professional Executive Office and reports directly to the Supervisory Board.

3. Key Responsibilities

3.1 Strategic Leadership & Governance

- • Lead the implementation of the Association's strategic plan as approved by the Supervisory Board
- • Prepare and execute the annual work programme, budget, and operational priorities
- • Provide strategic counsel to the Board and Committees on banking policy, regulatory developments, and industry trends
- • Ensure strong governance practices across all AAB bodies, including Board meetings, committees, and working groups
- • Represent the Association publicly and act as its official spokesperson

Secretary General — Job Description

Albanian Association of Banks (AAB)

3.2 Regulatory Affairs & Policy Advocacy

- Monitor, analyse, and communicate legislative and regulatory developments affecting the Albanian banking sector
- Coordinate the Association's position on regulatory consultations with the Bank of Albania, Ministry of Finance, and other relevant authorities
- Advocate for sound regulatory frameworks aligned with EU banking standards (CRR/CRD, BRRD, AML/CFT directives)
- Maintain active and constructive relationships with the Bank of Albania, Financial Supervisory Authority (AMF), and government ministries
- Represent AAB in European and international banking forums (EBF, World Bank, EBRD, IMF, etc.)

3.3 Member Relations & Services

- Build and maintain strong relationships with member bank CEOs, CFOs, CROs, and Compliance Officers
- Facilitate consensus-building among member banks on industry positions and joint initiatives
- Coordinate working groups and technical committees on topics such as credit risk, AML, digital banking, and sustainability
- Develop and deliver value-added services, training programmes, and knowledge-sharing platforms for member banks

3.4 Executive Office Management

- Manage and develop the AAB professional Executive Office team, ensuring high performance and institutional expertise
- Oversee HR, financial management, procurement, and administrative functions of the Association
- Ensure timely and high-quality production of publications, reports, research, and communications
- Supervise the organisation of conferences, industry events, and capacity-building programmes

3.5 Communications & Public Relations

- Develop and implement AAB's communications and media strategy
- Represent the banking sector responsibly in public discourse, media, and with civil society
- Oversee production of the AAB Annual Report, newsletters, research papers, and digital content
- Manage relationships with academic institutions, think tanks, and international development organisations

4. Required Qualifications & Experience

Secretary General — Job Description

Albanian Association of Banks (AAB)

4.1 Education

- Master's degree (or equivalent) in Finance, Economics, Banking, Law, or a related discipline; PhD is an advantage
- Supplementary qualifications in banking regulation, risk management, or public policy are highly valued

4.2 Professional Experience

- Minimum 12–15 years of progressive professional experience in banking, financial regulation, or financial sector policy
- At least 5 years in a senior leadership or executive role within a bank, regulatory body, banking association, or international financial institution
- Demonstrated experience in regulatory affairs, banking policy, or government /stakeholder relations
- Track record of successfully managing organisations, teams, and budgets
- Experience in representing institutions at a national or international level
- Prior exposure to the Albanian or broader CEE/Western Balkans banking market is strongly preferred

4.3 Technical Knowledge

- In-depth knowledge of banking regulation and supervision, including Basel III/IV framework, CRD/CRR, BRRD, and AML/CFT requirements
- Sound understanding of macroeconomics, monetary policy, and the Albanian /regional financial system
- Familiarity with EU banking integration processes and the EU accession agenda for Albania
- Working knowledge of financial reporting (IFRS), treasury, credit risk, and balance sheet management concepts

5. Key Competencies & Personal Attributes

Leadership & Influence	Communication & Representation
Ability to inspire trust and build consensus among diverse stakeholders including bank executives, regulators, and government officials.	Exceptional oral and written communication skills; proven ability to represent institutions publicly and in high-level forums.
Strategic Thinking	Integrity & Professional Ethics
Capacity to develop long-term vision and translate it into operational priorities; sound analytical and policy judgement.	Unimpeachable professional integrity; ability to manage confidential information and competing interests with discretion.
Organisational & People Management	Collaborative & Diplomatic
Strong team management skills; ability to lead a diverse professional team and manage institutional budgets and resources effectively.	Skilled at facilitating consensus among competing interests; diplomatic, collegial, and politically astute without being partisan.

Secretary General — Job Description

Albanian Association of Banks (AAB)

6. Language Requirements

- Albanian: Native or full professional proficiency (essential)
- English: Full professional proficiency — spoken and written (essential)
- Italian, French, or German: Working knowledge (advantageous, given Albania's EU accession context)

7. What AAB Offers

- A prestigious leadership role at the forefront of Albanian banking sector development
- Direct engagement with senior decision-makers in banking, finance, government, and international institutions
- Competitive remuneration package commensurate with the seniority of the role
- An opportunity to shape Albania's banking landscape as the country advances on its EU integration path
- A professional, collaborative working environment in Tirana

8. Application Process

Interested candidates are invited to submit the following documents to the AAB Supervisory Board Selection Committee:

- Curriculum Vitae (in English and Albanian)
- Cover letter outlining motivation and relevant experience
- Vision statement for the role of Secretary General (max. 2 pages)
- Contact details of three professional references

Applications should be submitted to: secretariat@aab-al.org

Application deadline: **August 31, 2026**

AAB is an equal opportunity employer. All applications will be treated with the strictest confidentiality. Only shortlisted candidates will be contacted.