



With the support of



Recruitment Project manager

The Association of Local Democracy Agencies (ALDA) is an international non-governmental organization, promoted by the Council of Europe. It works in the fields of Local Democracy and Human Rights, Good Governance, Local Economic Development, Active Citizenship and protection of Human Rights. It operates in the European Union member States, Former Yugoslavia and the Caucasus with its network of 11 Local Democracy Agencies (LDAs). The members of ALDA are local and regional authorities and NGOs. A special attention is given to Eastern Europe.

For further information: <http://alda-europe.eu>

To develop its activities, ALDA is looking for a project manager

- a) to liaise with the European institutions
- b) to draft projects, implement them and monitor the activities
- c) to develop partnership with French-speaking local authorities and NGOs

Selection procedure

The deadline for submission is April 28th 2008.

The dossier, composed of a CV in English or French, a letter of motivation and two references, is to be sent to job@aldaintranet.org

Interviews will take place by May the 15th.

Job starting end of May, if possible.

Working conditions

Full time job

Remuneration according the capacity of the candidates. Further information, we'll be sent to potential candidates.

Location : Brussels

Profile/competences:

- Education at the university level or Master
- High motivation
- Autonomy, initiative, flexibility
- Languages: French, Excellent English
- Experience in project management
- Knowledge of the Balkans and Eastern Europe
- Knowledge of basic computer tools: Internet, Word, Excel
- Availability to travel
- Assets: good knowledge of German or Italian or Serbian or Croatian or other foreign language;

knowledge or experience with local authorities, experience in an international organization or another institution

Activities/Responsibilities:

1. Search for partners for the LDAs and for ALDA following the instructions of the direction
2. Monitoring of the contacts established by ALDA's staff members:
 - a. Dissemination information concerning the LDAs and ALDA
 - b. Monitoring of the contacts established in the European Union and Switzerland
 - c. Translation of documents for the relations with ALDA's different stakeholders
3. Contact with the European Institutions and lobbying according to the direction
4. Organization of events in order to increase ALDA's visibility
5. Fundraising: identification of the private and public funding opportunities in France and abroad, in coordination with the fundraising office
6. Project Writing and management
7. Evaluation of decentralized cooperation projects, writing the activity report for the funding agencies