

Recruitment

Local project coordinator – youth officer

1st of february 2015

Created in 1999, ALDA- the European Association for Local Democracy is currently one of the largest European NGOs in the field of the cooperation between the local authorities and non-state actors engaged in promotion of local democracy and active citizenship. ALDA-Skopje was created in 2011 as local ALDA office in Macedonia.

As from 2015 ALDA-Skopje is part of the project “Balkan regional platform for youth participation and dialogue” – aiming the creation of Balkan regional youth network financed by the European Commission under Civil society Facility Operating Grants. Moreover, ALDA-Skopje develops series of actions for young people: trainings, youth exchanges, and volunteering as well as youth information activities.

For the needs of this project, ALDA-Skopje recruits **YOUTH OFFICER**:

Selection procedure

To apply please send your motivation letter and CV in English to: aldaskopje@aldaintranet.org. **The deadline for applications is 25th of January 2015.** The pre-selected candidates will be contacted for an interview.

Starting date: 1 February 2015

Working conditions

Project position: Local project coordinator – youth officer

Location: Skopje, Republic of Macedonia

Duration of the contract: 11 months (February – December 2015), full time job

Compensation: upon experience

Main tasks and responsibilities:

- Coordination of the local activities of the project in Macedonia: youth information, trainings, support of youth-led projects;
- Coordination and communication with the project partners on Balkan regional level;
- Field research and reporting on assigned topics (related to youth issues);
- Developing the strategy communication of the project on youth issues;
- Writing and translating texts in Macedonian and in English;
- Project development and writing;
- Organization of seminars, conferences, trainings and other activities;
- Supporting day-to-day activities in the office with the project management team.

alda@aldaintranet.org - www.alda-europe.eu

HEADQUARTERS IN STRASBOURG
c/o Council of Europe, office 1027
Avenue de l'Europe, 67075 Strasbourg, (FR)
Tel +33 (0) 390214593
Fax +33 (0) 388412751
aldastrasbourg@aldaintranet.org

OFFICE IN BRUSSELS
Rue de la Science, 14b
1000 Brussels (BE)
Tel: +32 2 880 37 28
aldabrussels@aldaintranet.org

OFFICE IN VICENZA
Viale Milano 66
36100 Vicenza, (IT)
Tel +39 0444540 146
Fax +39 0444 231043
aldavicenza@aldaintranet.org

OFFICE IN SKOPJE
Bld. Partizanski Odredi 15A 2/2
1000 Skopje, (MK)
Tel +389 (0) 2 6091 060

OFFICE IN SUBOTICA
c/o LDA Subotica
Trg cara Jovana Nenada 15
24000 Subotica, (SRB)
Tel/Fax +381 24 554587

Knowledge, skills and abilities:

- University degree;
- Previous experience in youth work;
- Knowledge of youth policies in Macedonia, the Balkan region and EU;
- Knowledge of the EU programme Erasmus plus;
- Excellent knowledge of English (working level);
- Knowledge of Serbian, Croatian and another EU language will be an asset;
- Good communication skills;
- Ability to work in multicultural team and regional context;
- Flexibility and capacity to work under pressure, respecting tight deadlines.