



Vacancy at ALDA

Project Manager for our Active Citizenship projects

ALDA – The European Association for Local Democracy is dedicated to the promotion of good governance and citizen participation at the local level. ALDA in particular focuses on activities that facilitate cooperation between local authorities and civil society. It was established at the initiative of the Council of Europe’s Congress of Local and Regional Authorities to coordinate and support the network of Local Democracy Agencies. ALDA developed in one of the strongest stakeholder in the field of cooperation between local authorities and civil society engaged in promotion of local democracy and active citizenship. For more information, please see our website: www.alda-europe.eu

Terms of reference

ALDA is looking for a **Project Manager for Active Citizenship Projects**. He/she will work under the supervision of ALDA’s Secretary General and liaise with all the colleagues of the team, by undertaking the following duties and responsibilities:

- Project management of several on-going and newly starting projects on active citizenship, related to local good governance.

Among the related tasks:

- *To plan and/or implement the action plan of the projects, organizing events and other initiatives described in the programme*
- *To follow and accompany the partnership and the group involved in the projects*
- *To communicate about the project with the support of the communication office of ALDA*
- *To liaise and share knowledge about the project with the team of ALDA*
- *Liaise with the donor (mainly the European Commission), in cooperation with the Secretary General of ALDA*
- *To identify possible sources of co-funding and facilitation as for the project implementation, together with the Secretary General and with the Resources and Development office of ALDA*
- *To be responsible of the use of the budget of the programme and carefully and responsibly manager the resources allocated*
- *To report about the project (both narrative and financial) with the support of the Financial office of ALDA*
- *To contribute with inputs and suggestions to the best implementation of the project*
- *To be present to the events of the projects and other events of ALDA, both in Brussels and in the location of implementation of the projects activities*
- *To actively liaise with the European Networks on Active Citizenship and Good governance at the local level, together with the Secretary General and with the other staff of ALDA*
- *To contribute to existing advocacy activities supporting the work of ALDA on active citizenship, and initiate new ones*

Candidate qualifications

Applicants should meet the following requirements:

- University degree

- Languages: excellent verbal and written skills in English. French is also requested to a good working level. Another language (Italian, French, or other European language is an asset)
- Previous experience in project implementation
- Knowledge of computer tools
- Ability to work in a team as well as individually
- Good interpersonal and communication skills
- Experience in managing networks, dealing with diverse institutions
- High motivation and strong interest for international cooperation

Terms of contract

The contract will be for a period of 12 months and can be renewed subject to availability of resources and satisfactory performance evaluation at the completion of the first contracted period.

The contract will preferably start on 1st October 2017

Location: Preferably in Brussels, but also possible in other offices of ALDA – Strasbourg (France) or Vicenza (Italy). Home-based contracts might also be considered.

Salary based on the experience and qualifications of the candidate. The candidate is requested to express his/her own salary expectations.

Application procedure

Interested applicants should send their Letter of Intent and Curriculum Vitae (CV) in English to job@aldaintranet.org, stating in the subject line: **Application – Project Manager Active Citizenship projects**

Kindly include names and contact details of 3 references.

Applications must be received **on or before 12th September**. Interviews will take place the following week, and will include a written test.