



Job offer

MED area coordinator

Duration: Full-time, one-year from end of January 2019

Location: One of the offices of ALDA (Strasbourg, Brussels, Vicenza; Tunis can also be considered)

The position

The MED coordinator will be in charge of accompanying the development of ALDA in this area by searching for opportunities, developing project proposals and implementing projects. He/she is supposed to be update with the political situation in the region as well as the European policies for these countries, in order to liaise properly with the action of ALDA. He/she will also follow the partnership and the members' network in the region. He/she will coordinate the work of the LDA Tunisia and the development of the LDAs in the area, in particular in Morocco in 2019.

The position requires frequent travel to France, Europe and the Maghreb countries.

Skills needed:

- Fluent in English and French, Arabic is an asset
- Committed to the values of ALDA
- result oriented
- self-organised and punctual
- dedicated and focused
- positive and problem solving
- flexible and open quick to re-organisation
- capable to priorities its tasks
- reflexive and thoughtful in their actions and proposals, elaborating them and making them clear to potential donors and sponsors
- marked empathy and communication skills with stakeholders at all levels.

Competences requested:

- Area coordinator – vision and strategy
- Human resources – managing an intern and a field colleague in Tunis
- Project manager and developer
- Networker
- *Experience as trainer for adult education is a plus*

How to apply:

Please send your application including a motivation letter, with expected salary; CV; and three references to job@aldaintranet.org by 10th January 2019

Please note that incomplete or belated applications will not be considered. Due to high volumes of applications, only shortlisted applicants will be contacted.

About ALDA

ALDA is a non-governmental organisation 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 in 1999 at the initiative of the Council of Europe's Congress of Local and Regional Authorities to coordinate and support a network of Local Democracy Agencies which was established in the early 1990s. ALDA is now one of the largest NGOs in the field of cooperation between local authorities and non-state actors engaged in promotion of local democracy and active citizenship. For more information, please see our website: www.alda-europe.eu