



Executive assistant to the Secretariat Office, Brussels (Belgium)

Contract: *Convention d'Immersion Professionnelle*

Where and when: 1 year starting early February 2019 – ALDA office in Brussels, Belgium

ALDA – The European Association for Local Democracy, is dedicated to the promotion of good governance and citizen participation at the local level. ALDA focuses on activities facilitating cooperation between local authorities and civil society.

It was established in 1999 at the initiative of the Council of Europe to coordinate and support the network of Local Democracy Agencies, which are self-sustainable, locally registered NGOs acting as promoters of good governance and local self-government. Today, ALDA is a key stakeholder in the field of local democracy, active citizenship, and cooperation between local authorities and civil society.

For more information see our website: www.alda-europe.eu

Main tasks and responsibilities:

- Assistance to the Secretary General's Office;
- Organization of missions and meetings for staff and stakeholders (including arranging travel and accommodation, managing agendas, liaising with internal and external stakeholders)
- Writing and translating texts (in English, French, Italian);
- Supporting day-to-day activities in the office and the office management
- Liaising and negotiating with suppliers, partners, project managers
- Managing contacts and databases, in compliance with existing regulation
- Supporting ad hoc needs, based on the work of a fast-paced, flexible organization

Knowledge, skills and abilities:

- University degree
- Excellent knowledge of French and English and a good knowledge of Italian are required; any other language represent an asset
- Interest in local democracy, participatory and active citizenship, and European projects
- Proficient use of Office Suite, internet, email and server .
- Highly motivated, result-driven person
- Flexibility, eagerness to learn quickly

- Ability to work under pressure respecting tight deadlines

Contract:

1 year contract, *Convention d'Immersion Professionnelle* (for more information and eligibility criteria, please see [here](#))

How does it look like to work in ALDA?

The incumbent will be part of a hard-working, motivated, fast-paced international team. In constant interaction with colleagues, as well as a wide network of members and partners, s/he will pursue the mission of the Association until results are met.

ALDA offers unique learning and growing opportunities, as well as a human and flexible working approach; it requires the same flexibility, together with willingness to learn and to achieve goals.

Suggestions and ideas from all staff are welcome, while a sound understanding and respect for the context is needed. The ability to interact in a professional and constructive way with all internal and external stakeholders is a *conditio sine qua non*.

How to apply:

Interested candidates in line with the profile described above should send their motivation letter and CV in English - names and contacts of references highly appreciated - by **20th January 2019** to francesco.pala@aldaintranet.org with subject line – **Executive assistant application**

Please note that due to high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!