



The European Association for Local Democracy Agency – ALDA is recruiting:

Project coordinator for Eastern Partnership region

In order to support the work of the Eastern Partnership (EaP) Coordinator, ALDA is recruiting a project coordinator.

ALDA at a glance:

ALDA 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.

ALDA is a membership based organisation gathering more than 260 members (including local authorities, associations of local authorities, and civil society organisations) coming from more than 40 countries. ALDA is funded through membership fees, as well as project funding from the European Commission, the Council of Europe, and other public and private donors.

In the framework of promoting good governance and citizen participation at the local level. ALDA focuses on various themes, such as European integration, decentralization, civic initiatives and volunteering, human rights and sustainable economic development. ALDA is a partner and member of the main networks of local authorities and of civil society in Europe. For more information about ALDA, please visit <http://www.alda-europe.eu>

Our activities in the EaP:

ALDA started its activities in Eastern Partnership countries in 2006 by establishing a Local Democracy Agency (LDA) in Georgia, Kutaisi. Up to date its EaP network grew to 5 LDAs located in Armenia, Georgia, Moldova and Ukraine. ALDA has long standing cooperation and programmes also in Belarus. Since 2018 the number of implemented projects in the region grew, thus currently we have 6 on-going projects throughout the region.

Context

Office in Strasbourg

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As of February 2018, ALDA's EaP Coordinator is working out of Chisinau, Republic of Moldova. Current Terms of Reference (ToR) are designed to select a dedicated individual who will support Coordinator's work from project development, implementation and evaluation perspective. S/he will be based in Chisinau and work under the supervision of the EaP Coordinator in achieving ALDA's mission and strategic targets for EaP region. However, about 15% of the working time might be dedicated to travelling outside Moldova.

Tasks:

The incumbent will carry out the following tasks:

- As **project manager**, s/he will coordinate the various projects of ALDA in the region by implementing the activities, liaising with partners and donors (mainly European Commission but also other sources). It will imply a good knowledge of the Project management cycle, including budget management and reporting, planning and monitoring. S/he may be supported by colleagues, interns and EaP assistance. The work will be in close coordination and under supervision of EaP Coordinator.
- The main responsibility of selected coordinator will be the implementation of AGREED project which aims to support local public administration reform in Moldova. In this context, the successful candidate is expected to have good knowledge about Local Public Administration in Moldova and underlying policy processes.
- As **project developer**, the new colleague will be involved in drafting projects and suggest ideas for improving local governance in the region. This task might be completed and assisted by the Development office of ALDA in synergy with all the other competences and patterns developed in ALDA. S/he will be integrally part of fundraising activities for ALDA and the Local Democracy Agencies.

Competencies

- Active listener, prone to inclusive cooperation
- Excellent analytical, writing, and rhetoric skills
- Strongly motivated to support the European values in Eastern Partnership Countries
- Interest in local issues and ability of constructive interaction with various levels of stakeholders (donor representatives, community members, high level ranking officials, partner CSOs etc.)
- Resilient to stressful situations and oriented to reach the collective objectives of the organisation

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Skills and Experience

Education:

At least a Bachelor degree in Public Policies, European studies, Public administration or similar. Additional non-formal and informal learning experience will be an added value

Experience:

At least 3 years of demonstrated professional experience in civil society sector but also public service would be considered

Language:

English and Russian are the working languages within EaP dimension of ALDA thus, successful candidate should prove advanced knowledge of both languages, including verbal and writing skills. Knowledge of Romanian is a must. Familiarity with other European languages will represent an asset.

The applicant should be available to start her/his assignments in March 2019.

Applications, including CV and cover letter specifying the position applied for, shall be submitted to alexandru.coica@aldaintranet.org. The deadline for application is 8th of February 2019. Only shortlisted candidates will be contacted.

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