



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

Assistant to Eastern Partnership coordinator

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

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.

Context

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

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who will support Coordinator's work from communication, technical and logistic 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.

Tasks:

The incumbent will carry out the following tasks:

- Provides administrative and clerical support to the process of preparation and drafting of project proposals, organizing meetings (including online) and both internal and external communication.
- Assists in the preparation of documents for use in the formulation of the work plans, progress reports, financial reports and periodic reviews with different stakeholders.
- Daily office management and administrative assistance to the EaP Coordinator;
- Drafting of minutes of meetings and other written materials in English and/or Russian languages;
- Assistance to the Coordinator in monitoring and reporting tasks;
- Support in preparation of field trips and missions from technical perspective in coordination with the logistic officer (based in Vicenza, Italy). Specifically, the assistant will coordinate travel and hotel reservations, prepares spending reports and assembles information pertinent to the purpose of travel.
- Assistance in the organization of seminars, workshops, training activities and other actions within projects implemented by ALDA in EaP region.
- Assists in the preparation of terms of reference, programmes and logistics for visiting experts, missions, delegations, and donor representatives through liaison with local and oversees ALDA staff.
- Assist in procurement processes and proper assets management, monitoring, recording and disposal.
- Performs other duties (such as general correspondence, attendance at meetings, reports, follow-up, etc.) as required.

Competencies

- Sound knowledge and understanding of concepts and approaches relevant to budgetary, financial and office management;
- Ability to perform a range of administrative functions, including event planning and organizing;
- Shows persistence and pro-activity when faced with difficult problems or challenges;

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- Delivers outputs for which one has responsibility while operating in compliance with organizational regulations and rules;
- Identify and anticipate colleagues' needs and matches them with solutions;
- Interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural environment with respect for diversity;
- Able to establish priorities and to plan, coordinate and monitor work while prioritizing competing demands; able to work on tight deadlines;
- Foresees risks and allows for contingencies when planning.

Skills and Experience

Education:

Bachelor degree in communication, political science, international relations or other relevant field is mandatory. Existence of additional non-formal education experience through different workshops, trainings, summer schools etc. is appreciated.

Experience:

No extensive previous experience is required for this position. However, will be prioritized persons with experience in volunteering or working within NGOs, youth organisations, international and national projects, civic initiatives, donor institutions etc.

Computer literacy, specifically advanced skills in MS Office is a must. The ideal candidate should be familiar in using different digital working tools (google drive, cloud technology), social networks and electronic communication instruments.

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 strongly encouraged. Familiarity with other European languages will represent an asset.

Applications, including CV and cover letter specifying the position applied for, shall be submitted to alexandru.coica@aldaintranet.org. The deadline for application is **9th of February, 2019**. Only shortlisted candidates will be contacted.

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