



Vacancy at ALDA MED Assistant – Field officer

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 stakeholders 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 **MED Assistant – Field Officer**. He/she will work under the supervision of ALDA's MED Coordinator (based in Vicenza/Strasbourg) and liaise with the Mediterranean LDAs' delegations, by undertaking the following duties and responsibilities: S/he will support ALDA's activities in the Mediterranean area, with a focus on Tunisia. Being based in Tunis, s/he will support the planning, development and organisation of all ALDA's project involving Mediterranean countries. The consultant's responsibilities include as well networking activities, partnership building and support to the Local Democracy Agency in Kairouan, Tunisia.

Among the related tasks:

- *Support to the development of project proposals;*
- *Support to communication actions;*
- *Support to on-field activities, including logistical organisation;*
- *Support to the activities of LDA Tunisia, based in Kairouan, through the monitoring of calls and support to the development of project proposals, together with legal and financial aspects;*
- *Being the main contact point of ALDA based in Tunis, partnership building, networking, supporting the relationship with donors and international institutions and organisations based in Tunis.*
- *Participating to local, national and international events.*

Candidate qualifications

Applicants should meet the following requirements:

- University degree
- Minimum Bachelor degree in management, economics, public administration, law, development studies or related areas.
- Project management skills;
- Good communication and reporting skills, readiness to work remotely in liaison with

the MED Coordinator;

- Ability to work in a multicultural environment;
- Proactive and problem-solving orientation;
- Motivation to engage in local community development programmes;
- Deep knowledge of North African context, with a focus on Tunisian institutions and society;
- Understanding of local governments functioning and issues is an added value.
- Fluency in written and spoken English, French and Arabic;
- Proven capacity to work in an autonomous way focused on joint objectives;
- Readiness to travel locally and internationally

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 25th March 2019

Location: Tunis (Tunisia) with frequent national and international travel.

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 giulia.sostero@aldaintranet.org, stating in the subject line: **Application MED Assistant – Field officer**.

Kindly include names and contact details of 2 references.

Applications must be received **on or before 18th March (23:59 CET time)**. Interviews will take place the following week. Please note that only shortlisted candidates will be contacted.