



Internship opportunity at ALDA Project Manager Assistant in ALDA Skopje office

Duration of the Internship: To be agreed - Preferably 3 months

Location: Skopje, Republic of Macedonia

The European Association for Local Democracy (ALDA) offers an internship in its office in Skopje, Macedonia. The interns will work under the supervision of Head of ALDA Skopje office.

We encourage applications under the **Erasmus Placement grant or any similar grant**.

Main Tasks and Responsibilities:

- Contributing to projects management, implementation and logistical support;
- Writing articles for ALDA's website and reports for internal use;
- Participating in meetings for ALDA;
- Participation in drafting project proposals, writing interim and final reports for on-going projects;
- Translations in French and English and other possible languages;
- Support to administrative tasks related to the Office's needs;

Knowledge, skills and abilities:

- Master student with background in International Relations, Law, Sociology or Political Science;
- Very good knowledge of French. Solid knowledge of English. Knowledge of a third European language is an asset;
- Ability to work in a small team as well as a demonstrated autonomy and initiative;
- Capacity for synthesis, analysis and writing;
- Previous experience or trainings in project management or communication is an asset;
- Interest in issues of local democracy and participatory and active citizenship;
- Strong motivation for European cooperation;
- Proficient use of processing tools such as the Office package (Word, Power Point, Excel required);

Assets: We regularly send or bring our trainees to activities related to currently implementing projects all over Europe. So along the training in project management, our trainees have the opportunity to travel and meet new persons in international contexts.

To apply, please send your motivation letter and CV in English to: internships-alda@aldaintranet.org

ALDA can host only interns holding a scholarship in its offices (e.g. funded from the EU, universities, regions, foundations, etc.); please note that according to the availability for each position, only shortlisted candidates will be contacted.

The pre-selected candidates will be contacted for an interview in the following weeks.

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