



## Vacancy at ALDA Project Developer

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 at the initiative of the Council of Europe to coordinate and support the network of Local Democracy Agencies. ALDA is today a key stakeholder in the field of local democracy, active citizenship, and cooperation between local authorities and civil society.

For more information, please see our website and social media:

[www.alda-europe.eu](http://www.alda-europe.eu)

Facebook: ALDA.Europe

Twitter: ALDAeurope

### Terms of reference

ALDA is searching for a **junior project developer** for its Project Development Unit. He/she will work under the supervision of ALDA's Resource and Development Unit Coordinator, by undertaking the following duties and responsibilities:

- Projects development: partnership building activities, projects drafting, preparation of the application package;
- Support/Technical assistance to members and partners for the development of European and international projects: analysis of the needs, identification of the funding sources, project development, etc.
- Delivery of support activities, also aiming at promoting capacity building, to members and partners in the field of project development;
- Administrative and office tasks: activities related to the preparation and the submission of European and international projects.

### Candidate qualifications

Applicants should meet the following requirements:

- University degree
- Languages: excellent verbal and written skills in English and Italian; knowledge of French is an asset
- Previous experience in project development
- Knowledge of computer tools
- Ability to work in a team as well as individually
- Good interpersonal and communication skills
- Experience in managing networks, dealing with diverse institutions
- High motivation and strong interest for international cooperation

### **Terms of contract**

The contract will be a period of 10 month 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 March, 2017.

Duration: initial contract of 10 months

Location: Vicenza (Italy)

Starting salary: 1.200 € net per month.

### **Application procedure**

Interested applicants should send their motivation letter and Curriculum Vitae (CV) in English to Marco Boaria at [marco.boaria@aldaintranet.org](mailto:marco.boaria@aldaintranet.org) with copy to Anna Ditta at [anna.ditta@aldaintranet.org](mailto:anna.ditta@aldaintranet.org). In the subject field, please indicate: **Application - Project Developer**

Kindly include names and contact details of 3 references.

Applications must be received **on or before 28 February 2017**. Applications received after the deadline will not be considered. Only short-listed candidates will be notified.