



VACANCY: Project Developer – EaP and Central Asia

Where and when: ALDA office in Vicenza, starting from December 2023.

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 stakeholder 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 searching for a **Project Developer** mostly focused on eastern partnership and Central Asia, for its Project Development Unit. He/she will work under the supervision of ALDA's Programs and Development Unit Coordinator, by undertaking the following duties and responsibilities:

- Projects development: partnership building activities, projects drafting, elaboration of projects' budgets, 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.
- 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; knowledge of Russian is a strong asset. Knowledge of any other language spoken in the EaP and Central Asia region is welcome
- Previous experience in project development
- Socio-political knowledge of the Eastern Partnership and Central Asian area
- Strong research and analysis capacities

Office in Strasbourg

Council of Europe 1,
Av. de l'Europe
F-67075 Strasbourg, France
+33 3 90 21 45 93
aldastrasbourg@alda-europe.eu

Office in Brussels

26 rue de la Loi,
Mercator Building
4th Floor - Salon for European
Civic Organisations
Brussels 1040, Belgium
aldabrussels@alda-europe.eu

Office in Vicenza

Viale Milano 36
36100 Vicenza, Italy
+39 04 44 54 01 46
aldavicenza@alda-europe.eu

Office in Skopje

Bld. Partizanski Odredi
43B/1-5
Skopje, 1000
North Macedonia
+389 (0) 2 6091 060
aldaskopje@alda-europe.eu

Office in Chisinau

Str. București Nr. 93 Of. 3.
Chișinău, MD-2012
Republic of Moldova
aldamoldova@alda-europe.eu

Office in Tunis

Rue Brahim Jaffel,
Imm. Azaiez
2 Floor, Apt 4 El Menzah 4,
Tunis 1082, Tunisia
aldatunisia@alda-europe.eu



- Excellent writing skills
- Soft skills, relevant for the position, will also be assessed:
- Ability to work in a team as well as individually
- Good interpersonal and communication skills
- High motivation and strong interest for international cooperation

Terms of contract

The contract will be issued 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 December, 2023.

Duration: initial contract of 12 months

Location: Vicenza (Italy), or other ALDA's venue in the EaP (t.b.c.)

Starting salary: Salary will be based on the experience and qualifications of the candidate. The proposed salary will follow ALDA's staff regulation:

Level	Annual Gross Salary (RAL)
Level 4	20.000 – 26.500 €

Application procedure

Interested applicants should fill in the following [template](#), with a Letter of Intent and Curriculum Vitae (CV) in English.

Applications must be received **on or before 10th November 2023**. Interviews will take place the following days and might be followed by a written test.

Please note that due to high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!