



Vacancy notice

Junior Project Manager

ALDA Skopje is a branch of the European Association for Local Democracy (ALDA), European non-governmental organization dedicated to the promotion of good governance and citizen participation at the local level. ALDA focuses on activities that facilitate cooperation between local authorities and civil society. ALDA's mission is the promotion of good governance and encouragement of local development. For further information: <http://alda-europe.eu>

ALDA Skopje is searching for a Junior Project manager that will be based in Skopje, Macedonia. The Junior Project Manager will be responsible for management of local and European projects. Important aspect of the work involves tasks in the field of communication and visibility related to the project.

Terms of reference:

- Ensure project management related tasks:
 - Ensure good administrative and financial implementation of the projects,
 - Prepare reports for on-going projects,
 - Ensure communication with project partners, project team and other stakeholders,
 - Follow policy development in the areas related to the projects,
- Ensure implementation of the projects' communication plans:
 - Writing project reports and publications,
 - Management of projects' websites and social media content,
- Contribute to the project development initiatives in the organization,
- Any other task related to the development of the organisation's strategy

Candidate qualifications:

- University degree,
- Minimum 2 years' experience in project management,
- Excellent written and oral communication skills in English and Macedonian,
- Capacity for synthesis, analysis and writing,
- Knowledge of the process of decentralization, local governance, EU integration or civil society,
- Strong ability to work as part of a team and actively pursuing networking,
- Ability for multitasking and working for tight schedules,
- Working experience on EU funded projects will be considered as asset,
- Knowledge of French and/or Albanian language is considered as strong asset.

Terms of the contract:

The Project manager will have a contract of 6 months (August 2019 – February 2020) with a possibility for renewal subject to funding. The net monthly salary will be 400 EUR. The person will be based in ALDA Skopje office (Bul. Partizanski odredi 43b/5, 1000 Skopje, Macedonia).

Application procedure

Interested candidates may send their CV and a cover letter (in English) to aldaskopje@aldaintranet.org before **1 August 2019**. In the subject field, please indicate: Application – Project manager. Only short listed candidates will be contacted.