

The European Association for Local Democracy Agency – ALDA is recruiting:

## Eastern Partnership, Russia and Central Asia Unit Coordinator

Application deadline: 20<sup>th</sup> of June 2020

ALDA is recruiting a new Eastern Partnership (EaP), Russia and Central Asia Unit Coordinator for 1 year (possibly renewed).

### 1. ALDA at a glance:

ALDA was established in 1999 at the initiative of the Council of Europe to coordinate and support the network of Local Democracy Agencies, which are self-sustainable, locally registered NGOs acting as promoters of good governance and local self-government. Today, ALDA is a key stakeholder in the field of local democracy, active citizenship, and cooperation between local authorities and civil society.

ALDA is a membership-based organization gathering more than 260 members (including local authorities, associations of local authorities, and civil society organizations) coming from more than 40 countries. ALDA is funded through membership fees, as well as project funding from the European Commission, the Council of Europe, and other public and private donors.

In the framework of promoting good governance and citizen participation at the local level. ALDA focuses on various themes, such as European integration, decentralization, civic initiatives and volunteering, human rights and sustainable economic development. ALDA is a partner and member of the main networks of local authorities and of civil society in Europe. For more information about ALDA, please visit <http://www.alda-europe.eu>

### 2. Activities in the EaP:

ALDA started its activities in Eastern Partnership countries in 2006, by establishing a Local Democracy Agency (LDA) in Georgia, Kutaisi. Up to date its EaP network grew to 5 LDAs located in Armenia, Georgia, Moldova and Ukraine. ALDA has long standing cooperation and programmes also in Belarus. Since 2018 the number of implemented projects in the region grew and a project in Kirghizstan has just been launched.

### Strategy of ALDA in EaP:

[http://www.alda-europe.eu/newSite/strategies\\_regional\\_dett.php?id=2](http://www.alda-europe.eu/newSite/strategies_regional_dett.php?id=2)

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The responsibilities of the Unit are:

- To help LDAs to develop, get strengthened in the whole area;
- To support and consolidate the presence of ALDA in the region (members and partners) by being credible and visible at the EU and local/regional level;
- To advocate for local democracy and citizen participation in the region with understanding of needs and possible development with actions and projects;
- To develop funding opportunities for ALDA and LDAs;
- To develop services addressing different stakeholders in the field of local governance.

In order to follow up and empower its strategy in this crucial area of its activities, ALDA is looking for a dedicated and brilliant colleague **that will accompany the whole team** and our Governing Board strategic views in the Eastern Partnership, Russia and Central Asia Countries.

### 3. Duties of the incumbent:

As EaP, Russia and Central Asia Unit Coordinator, you will be also in contact with the senior team of ALDA in order to develop (end to be evaluated) on:

- **Fundraising and outreach, partnership, membership, network building, by actively supporting the office of the Secretary General and the Membership team in ALDA and the communication office;** as networker, the incumbent will support the development of members of ALDA in the region (local authorities and civil society) and he/she will support the network of the Local Democracy Agencies with regular coordination activities (meetings, phone calls, training and assistance). He/she will support to Local Democracy Agencies by liaising with their partners (local governments and civil society) in the EU and in the EaP countries. He/she will also participate to high level meeting events to lobby and advocate for ALDA and the LDAs, within the guidance and support of the Secretary General of ALDA
- **Project drafting, by actively supporting the Development Unit team;** for ALDA, he/she will also be involved in drafting projects and letting emerge ideas for improving local governance in the region and also the development of services addressed to different stakeholders in the field of local governance. The development of services might be assisted ALDA + and his CEO, in synergy with all the other competences and patterns developed in ALDA. He/she will be integrally part of fundraising activities for ALDA and the Local Democracy Agencies.
- **Project implementation, by actively supporting the Project managers team and the administrative team in ALDA;** he/she will coordinate the various projects of ALDA in the region by implementing the activities, liaising with partners and the donors (mainly European Commission but also other sources). It will imply a good

knowledge of the Project management cycle, including capacities of budget management, planning and monitoring. You will be assisted, in cases, of possible colleagues or interns. The work will be fully included in the project management area of ALDA under the responsibility of the Secretary General, the Head of the Financial office and the head of Project Management Unit.

- **Advocacy, papers drafting in EU and non-EU, by actively supporting the advocacy team in ALDA;** as advocacy and support for the strategy of the association of ALDA in the region, he/she is supposed to assist the Secretary General and the rest of the team in identifying path of policy making and orientations to support local governments and decentralisation as well as a complementary civil society empowerment, in line with the concept of participatory democracy implemented by ALDA

#### 4. Capacities required:

In order to implement fully his/her own duties, the incumbent should have the following capacities and knowledge:

- Competence and experience in project management
- Competence and experience in project drafting
- Knowledge of the concept of local governance and the role of local governments and civil society empowerment
- General knowledge of the decentralisation process, opportunities and shortcomings in the region of interest
- General knowledge of the policies and programmes applied by the European Union and Council of Europe in in the region of interest
- A Master Level in Public Policies, European issues, development or similar
- At least 5 years of proven professional experience in civil society sector but also public service would be considered
- Available to frequent travels in the Region and Europe
- Knowledge of English and Russian compulsory, other languages of the region and the EU is an asset

#### 5. Personal & professional attitude:

- Oriented to active listening and inclusive cooperation and team spirit
- Capacity of drafting papers and elaboration of plans and arguments
- Strongly motivated to support the European values
- Interest in local issues and capacity of empathy with different and various level stakeholders (community members as well as more high-level ranking officials)
- Resilient to stressful situations and oriented to the reach the collective objectives of the organisation

- Assertive towards to objective and flexible in addressing challenges
- Problem solving oriented

#### 6. Job Location:

The new Coordinator is supposed to be based in the EaP countries (with possibility to support co-working space by sister organization on the spot).

#### 7. Proposed contract:

The remuneration will be based on competences, experience and also considering the possible budget of ALDA.

**Length:** 1 year, renewable

**Starting date:** second half of 2020

#### 8. Application:

Applications (including expectation of remuneration), including CV European format and cover letter specifying the position applied for, shall be submitted to [job@aldaintranet.org](mailto:job@aldaintranet.org). The deadline for application is **20<sup>th</sup> of June 2020**. **Only shortlisted candidates will be contacted.**

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