

Vacancy

Project Manager

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 into one of the strongest stakeholders in Europe 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 looking for a **Project Manager**. He/she will work under the supervision of ALDA's Secretary General and of the Head of Project Management Unit. He/she will liaise with all the colleagues of the team, by undertaking the following duties and responsibilities:

- **Project management of on-going and newly starting projects** related (either funded by the European Commission funding or not).

The project management entails:

- To plan and/or implement the action plan of the projects, organizing events and other initiatives described in the programme
- To follow and accompany the partnership and the groups involved in the projects
- To communicate and dissemination quality information about the project with the support of the communication office of ALDA
- To liaise and share knowledge about the project with the team of ALDA
- To liaise with the donor (mainly the European Commission), in cooperation with the Secretary General of ALDA and the Head of Project Management Unit
- To identify possible sources of co-funding and facilitation as for the project implementation, together with the Secretary General and with the Resources and

Development office of ALDA

- To be responsible of the use of the budget of the programme and carefully and responsibly manage the resources allocated
- To report about the project (both narrative and financial) with the support of the Financial office of ALDA
- To contribute with inputs and suggestions to the best implementation of the project
- To be present to the events of the projects and other events of ALDA, both in Brussels and in the location of implementation of the project's activities
- To actively liaise with the European Networks at the local level, together with the Secretary General and with the other staff of ALDA
- Contribute to the management of the services offered by ALDA Plus (e.g. training courses, consultancy etc)

Candidate qualifications

Applicants should meet the following requirements:

- University degree
- Languages: excellent verbal and written skills in English and Italian. Another language (French, Spanish, or other European language) is an asset
- Previous experience in project implementation of at least 1 year
- 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
- Resilience to unexpected situation and problem solving approach to management

Terms of contract

The current contract will be for a period **until 31st December 2021** and can be renewed subject to availability of resources (including confirmed projects) and satisfactory performance evaluation at the completion of the first contracted period.

The contract will preferably start on **Monday 17th May 2021 at latest.**

Location: Vicenza – Italy

Working hours: full time, 38 hours/week.

Salary based on the experience and qualifications of the candidate.

Application procedure

Interested applicants should send their Letter of Intent and Curriculum Vitae (CV) in English to job@aldaintranet.org, stating in the subject line: **Application – Project Manager.**

Kindly include names and contact details of 3 references.

Applications must be received on or before 26th April 2021. Interviews will take place the following week and may include a written test.