

**VACANCY :**

**Executive Assistant**

**Office of the Secretary General**

**Where and when: @ one of the ALDA's office<sup>1</sup>, starting from January 2022**

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 stakeholder in Europe in the field of cooperation between local authorities and civil society engaged in promotion of local democracy and active citizenship, with a global perspective.

For more information, please see our website: [www.alda-europe.eu](http://www.alda-europe.eu)

**Terms of reference**

ALDA is looking for an **Executive Assistant at the office of the Secretary General.**

Among the related tasks:

- Organization of missions and meetings for the Secretary General (including arranging travel and accommodation together with the logistic team, managing the Secretary General's agenda, liaising with internal staff and external stakeholders);
- Briefing on assigned topics and drafting summaries, presentations, speeches for the Secretary General.
- Following, under the Secretary General's supervision, the institutional dimensions of the Association :

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<sup>1</sup> (Brussels, Strasbourg, Vicenza, Chisenau, Tunis, Skopje)

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- Organization of the Bureau, Governing Board and General Assembly
  - Preparation of the documents
  - Taking minutes and debriefing
  - Keeping contacts with the Governing Board members and following, with the rest of the team, the working groups of ALDA
  - Keeping the official records of ALDA
  - Accompanying the institutional development of the organization, including the connection between the different offices of ALDA
  - Supporting day-to-day activities in the office of the Secretary General

#### **Skills needed:**

- Highly motivated, result-driven person
- Flexibility, eagerness to learn quickly
- Respect for hierarchy, positive and collaborative attitude
- Ability to work under pressure respecting tight deadlines
- Communication and negotiation skills, especially in multicultural, complex environments
- Ability to work in team and autonomously, with a pleasant and respectful behaviour
- Accuracy and attention to details in particular in drafting documents and in keeping contacts with institutional counterparts

#### **Education, languages and tools:**

- University degree or equivalent in proven experience
- 2 years of work experience in a relevant position
- Excellent knowledge of English and French (both written and spoken) and a good knowledge of Italian and any other languages represent an asset
- Interest in issues of local democracy, participatory and active citizenship, and European cooperation
- Previous experience in international organizations is highly advantageous.

### How does it look like to work in ALDA?

The incumbent will be deployed in **one of the ALDA's office** and she/he will work under the Secretary General supervision and connected to other parts of the organisation. She/he will be part of a hard-working, motivated, fast-paced international team. In constant interaction with colleagues, as well as with the wide network of members and partners, s/he will pursue the mission of the Association until results are met.

ALDA offers unique learning and growing opportunities, as well as a human and flexible working approach; it requires the same flexibility, together with willingness to learn and to achieve goals.

Suggestions and ideas from all staff are welcome, while a sound understanding and respect for the context is needed. The ability to interact in a professional and constructive way with all internal and external stakeholders is a *conditio sine qua non*.

### Terms of contract

The contract will be 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 on January 2022. Location: **@ one of the ALDA's office**

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](mailto:job@aldaintranet.org), stating in the subject line: **Application – Executive Assistant**.

Kindly include names and contact details of 3 references that could be contacted.

Applications must be received **on or before 15<sup>th</sup> December 2021**. Interviews will take place the following weeks and might be followed by a written test.