

## VACANCY

### Project Managers

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](http://www.alda-europe.eu)

#### Terms of reference

ALDA is looking for a:

- 1 - Project Manager focused on migration topic** (Vicenza or Strasbourg office)
- 1 - Project Manager focused on Digitalization** (Strasbourg office)
- 1 - Project Manager focused on Horizon projects – focus environment** (Vicenza or Strasbourg office)

He/she will work under the supervision of ALDA's Secretary General and of the Head of the Project Management Unit and he/she will liaise with all the colleagues of the team.

Among the related tasks:

- *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 group involved in the projects;*
- *To communicate about the projects, developing a communication plan, social media account management;*
- *To liaise and share knowledge about the project with the team of ALDA;*

- *Liaise with the donor (mainly the European Commission), in cooperation with the Secretary General of ALDA;*
- *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 carefully and responsively manage the resources allocated;*
- *To report about the projects (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 projects promoting synergies under the topic assigned;*
- *To be present to the events of the projects and other events of ALDA, in the location of implementation of the projects activities;*
- *To actively liaise with the European Networks on International Cooperation network at the local level, together with the Secretary General and with the other staff of ALDA;*
- *To contribute to existing advocacy activities supporting the work of ALDA on the specific topic.*

### **Candidate qualifications**

Applicants should meet the following requirements:

- University degree
- Languages: English professional working proficiency – Italian and French is an asset. Regarding the position of Project Manager – Digitalization, a working knowledge of French is mandatory;
- Previous experience in project implementation **at least 2 years** mainly linked to the topic assigned and proven experience in budget management;
- Regarding the position of PM Migration, a **strong Knowledge of migration policy is necessary;**

- Regarding the position of PM Digitalization, a **strong knowledge of Erasmus + programs is necessary**;
- Regarding the position of PM Horizon projects - focus environment, **strong knowledge of Horizon programs is necessary**;
- Knowledge of computer tools and graphic tools (Canva). Knowledge of Adobe package is an asset;
- Ability to work in a team as well as individually;
- Good interpersonal and communication skills;
- Experience in managing networks, dealing with different institutions;
- High motivation and strong interest for international cooperation.

### 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 by beginning of January 2023.

**For all the positions, the first 2 weeks the incumbent will be based in the Vicenza office - Italy.**

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

Level	Annual Brut Salary*
Level 3	20.000 – 27.500 €

\* The amount here is proposed considering the IT cost of living. For other countries, the amount is re-proportioned considering the cost of living reported on the EU website.

### Application procedure

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

Applications must be received **on or before 28<sup>th</sup> November 2022**. 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!*