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## VACANCY : Project Manager

**Where and when: ALDA office in Vicenza, Brussels or Strasbourg, starting as soon as possible.**

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 stakeholders in the field of cooperation between local authorities and civil society, engaged in promotion of local democracy and active citizenship. For more information, please visit our website: [www.alda-europe.eu](http://www.alda-europe.eu)

### Terms of reference

ALDA is looking for a **Project Manager** in the field of

- citizens participation;
- digitalisation;
- youth;
- environment.

He/she will work under the supervision of ALDA’s Secretary General, the Head of the Implementation Unit and/or the EU Coordinator, responsible for the topic. He/she will liaise with all the colleagues of the team across the Regional Units, by undertaking the following duties and responsibilities:

#### - Project management of a strategic project, transversal to the action of the association

- *To be responsible for all the activities concerning project implementation;*
- *To be responsible of the subgrants as contact person who overviews the subgrants both in terms of activities and budget;*
- *To plan and implement the action plan of the project, organising events and other initiatives described in the programme;*
- *To follow and accompany colleagues, experts and potential members involved in the project;*
- *Communication and dissemination: drafting and following up communication strategies for projects and drafting dissemination plans (with the support of the communication office of ALDA);*
- *To liaise and share knowledge about the project with the team of ALDA;*
- *Liaise with the donor (European Commission), in cooperation with the Secretary General of ALDA and with the supervisor;*
- *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 responsively manager the resources allocated;*

- *To strongly monitor and report about the project (both narrative and financial) with the support of the Financial office of ALDA, under the periodic check of the Head of Implementation Unit;*
- *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 and ALDA members, together with the Secretary General and with the other staff involved;*

### **Candidate qualifications**

Applicants should meet the following requirements:

- University degree
- Languages: English professional working proficiency. French and Italian language is an asset;
- Previous experience in project implementation of at least 2 years;
- Knowledge of computer tools;
- Ability to work in a team as well as individually;
- Good interpersonal and communication skills;
- proper work autonomy and proactive skills;
- Experience in managing networks, dealing with diverse institutions;

### **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.

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.

### **Application procedure**

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

This is an open vacancy, due to this **there is no deadline for applications**. Interviews may take place the following days of the application and might be followed by a written test.