

## VACANCY : Project Manager

**Where and when: ALDA office in Vicenza, Strasbourg or Brussels, starting ASAP.**

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 **Project Manager**. He/she will work under the supervision of ALDA’s Secretary General, the Head of the Implementation Unit; he/she will liaise with all the colleagues of the team across the Thematic hubs and the Regional Units, by undertaking the following duties and responsibilities:

- *To plan and implement the action plan of the project, organizing 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 (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 projects (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;*

#### Office in Strasbourg

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#### Office in Vicenza

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[aldamoldova@aldaintranet.org](mailto:aldamoldova@aldaintranet.org)

#### Office in Tunis

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- *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;**
- Proved experience on PCM and reporting;
- 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 partnerships, 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.

The contract will preferably start at the earliest convenience.

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 4	20.000 – 27.000 €

\* The amount here is proposed considering the IT cost of living.

### Application procedure

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

Applications must be received ASAP, and will be reviewed on a weekly basis. Interviews 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*

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