

VACANCY

Local Democracy Agency Georgia Delegate/Executive Director

Where and when: Georgia

Starting as soon as possible.

About

Local Democracy Agency Georgia (LDA Georgia) was set up in 2007 in Kutaisi, as part of ALDA's (Association of Local Democracy Agencies) strategy in the South Caucasus. LDA Georgia is dedicated to the promotion of good governance and citizen participation at the local level. LDA focuses on activities facilitating cooperation between local authorities and civil society. The mission of LDA Georgia is to strengthen local democracy and civil society, support democratic reforms in Georgia, and to develop new and innovative approaches to local and national challenges, by cooperating with local and international stakeholders. www.ldageorgia.ge

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 the field of cooperation between local authorities and civil society engaged in the promotion of local democracy and active citizenship. For more information, please see our website: www.alda-europe.eu

Terms of reference

1. Responsibilities

The tasks of the “Local Democracy Agency Georgia Delegate ” will include:

Main responsibilities:

- Acts on behalf of the agency and represents it in relations with third parties;
- Submits a report on the activities performed to the board once a year;

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- Signs agreements and other official documents of the agency;
- Prepares projects of programs to be implemented;
- Signs agreements on project-related issues on behalf of the agency;
- Appoints and dismisses project coordinators and other employees; supervises their activities;

Partnership Animation

- Proactive communication and engagement with Georgian and EU LDA partners;
- Organisation of online and offline partner meetings and drafting minutes of the meetings.
- Organising the annual partner meeting of LDA Georgia and preparing all necessary documents to allow partners to take decisions on the upcoming activities (activity report, program of activities, financial situation, etc...)

Fundraising

- To monitor funding opportunities for LDA Georgia and draft project proposals;
- To liaise with the Programmes & Development Unit of ALDA for programmes development for LDA Georgia;
- To follow the drafting and submission of LDA Georgia proposals.

2. Skills

- Ability to work in a team as well as individually;
- Good interpersonal and communication skills;
- Work autonomy and proactivity.

3. Eligibility

Applicants should meet the following criteria:

- High education;
- Master's/PhD degree in law, international relations or related field;
- Excellent knowledge of English and Georgian languages is required;
- Experience of cooperation with international donor organisations;
- At least 2 years of relevant professional experience in a similar field;

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- Excellent drafting skills including project proposals, analytical pieces, diplomatic communication, and policy documents;

Competition stages:

- At the first stage, candidates will be selected according to the submitted documents;
- An interview will be held with the candidates who passed to the second stage;
- The selected candidate will be submitted to the agency's board for approval.
- The amount of labor remuneration - depending on the experience

Application procedure

- Curriculum Vitae (CV);
- Cover letter (executed in Georgian and English);
- A copy of the diploma certifying the master's/ PhD degree;
- Document confirming work experience.

Requested documentation should be sent to the email address - ldageorgia@aldaintranet.org and adrien@aldaintranet.org. Applications can be sent until the **8th of July 2024**. Applications will be reviewed on a rolling basis. Interviews will take place the following days.

Please note that only shortlisted candidates will be contacted. Thank you for your understanding!

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