



VACANCY: Local Democracy Agency Kharkiv Delegate

Where and when: Kharkiv (UA)

Starting: as soon as possible.

About

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.ald-europe.eu

Since the Russian full-scale invasion of Ukraine, ALDA implements its Flagship Initiative on Ukraine LDAs, and LDA Kharkiv is being established as a part of it. The general objective of the current position is to represent the LDA Kharkiv, which includes partnership animation, organisation of thematic events and partner meetings, implementation and follow-up on LDA projects' activities.

Terms of reference

1. Responsibilities

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

Partnership Animation

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

Administration

- Office administration (registration of the LDA and connected processes)
- Staff management and administrative

Project Implementation and Reporting



- Provide implementation and follow-up of LDA projects
- Organisation of online and offline events;
- Providing logistical support;
- Drafting agendas, event reports, and lists of participants for projects reporting;
- Drafting official documents, letters, social media posts and articles;
- Providing administrative support to the contracts drafting, liaising with ALDA Financial Department.

Fundraising

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

Communication and Visibility:

- Prepare posts, news, and presentations;
- Contributing to the visibility of LDA Kharkiv activities notably through maintaining a website where all information regarding the LDA are available and at least 1 social media account
- Follow the set-up of the communication infrastructure of LDA Kharkiv in Ukrainian language with the support of the ALDA Communications Department.

Other

- Drafting invitations, briefs, and budgets;
- Sending invitations and keeping communication with stakeholders.

2. Modalities of work

The LDA Kharkiv Delegate will be selected collectively by the partners of the LDA and report to them and ALDA. The incumbent will prepare the request for LDA Label annually.

The assignment can include travel both in the region and across Ukraine, as well as in the EU.

3. Eligibility

Applicants should meet the following criteria:



- Minimum Bachelor's degree in social sciences (international relations, political science, European Studies or similar);
- Solid knowledge of Ukrainian political system and Ukraine - EU relations;
- At least 2 years of relevant professional experience in a similar field;
- Excellent knowledge of English and Ukrainian languages is required; German or Italian, would be considered as an asset;
- Excellent drafting skills including project proposals, analytical pieces, diplomatic communication, and policy documents;
- Capacity to draft budgets in Excel and work in Canva;
- Capacity to organise webinars on Zoom;
- Confident user of Google Workspace (Drive, Gmail, Spreadsheets, Google Docs)
- Knowledge of MS Office (Word, Excel in particular)
- Ability to work in a team as well as individually;
- Good interpersonal and communication skills;
- Work autonomy and proactivity.

Terms of contract

The contract will be full-time for a period of **12 months** and can be renewed subject to the availability of resources and satisfactory performance evaluation after the first contracted period.

The assignment is a consultancy contract from ALDA and potentially later a local contract with the registered LDA. It is planned to be full time. The fees will be discussed upon the experience of the candidate.

Application procedure

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

Applications can be sent until the **30th August 2024**. Applications will be reviewed on the rolling basis. Interviews will take place the following days.

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