

## VACANCY

### Policy and Community engagement officer for the Western Balkans

**Where and when: ALDA office in Skopje or in Belgrade, starting from January 2025.**

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

#### Terms of reference

ALDA, The European association for local democracy, is searching for a **Policy and Community engagement officer** for the Western Balkans.

As part of ALDA’s strategy for the region, it is of a great importance to engage strategically with regional stakeholders and work on establishing a community of change-makers and foster social change and impact not only on regional, but on national and local level in the Western Balkans.

The incumbent will strengthen ALDA’s advocacy efforts based on project activities. It will require establishing the institutional framework of the projects and initiatives, identifying key stakeholders and the establishment of a policy and community engagement strategy.

She/he will be active in planning and implementing various activities and programs that aim to engage, inform, educate, or empower the community members of the Region as well as to voice ALDA’s position on policy design and lobbying at regional and local level.

The officer will be working directly and under the responsibility of the regional office in Skopje, North Macedonia, and will foster a positive connection with various stakeholders in the Western Balkans, maintain relationships with policy and decision makers, and actively transmit the mission and vision of ALDA in the region. She/he will also work more broadly with ALDA’s team, notably the Secretariat who coordinates the Advocacy strategy and the Membership strategy.

Key duties:

#### Office in Strasbourg

Council of Europe 1,  
Av. de l’Europe  
F-67075 Strasbourg, France  
+33 3 90 21 45 93  
+33 3 90 21 55 17  
[aldastrasbourg@aldaintranet.org](mailto:aldastrasbourg@aldaintranet.org)  
[alda@aldaintranet.org](mailto:alda@aldaintranet.org)

#### Office in Brussels

26 rue de la Loi,  
Mercator Building  
4th Floor - Salon for European  
Civic Organisations  
Brussels 1040, Belgium  
+32 (0)2 430 24 08  
[aldabrussels@aldaintranet.org](mailto:aldabrussels@aldaintranet.org)

#### Office in Vicenza

Viale Milano 36  
36100 Vicenza, Italy  
+39 04 44 54 01 46  
+39 04 44 23 10 43  
[aldavicenza@aldaintranet.org](mailto:aldavicenza@aldaintranet.org)

#### Office in Skopje

Bld. Partizanski Odredi  
43B/1-5  
Skopje, 1000  
North Macedonia  
+389 (0) 2 6091 060  
[aldabalkans@aldaintranet.org](mailto:aldabalkans@aldaintranet.org)

#### Office in Chisinau

40, Serghei Lazo street  
5 Floor, office no.3, Chişinău  
Republic of Moldova  
[aldamoldova@aldaintranet.org](mailto:aldamoldova@aldaintranet.org)

#### Office in Tunis

Rue Brahim Jaffel,  
Imm. Azaiez  
2 floor, Apt 4 El Menzah 4,  
Tunis 1082, Tunisia  
[aldatunisia@aldaintranet.org](mailto:aldatunisia@aldaintranet.org)



- To develop an engagement and policy making strategy for the WB with clear goals, following the global ALDA Strategy and the specificity of WB projects and activities.
  - engagement strategy for more members and partners, networking opportunities
  - policy making, with indications about the key policy processes for the region and country by country
- To build and maintain strong relationships with community members and stakeholders in the Western Balkans region.
- To develop the mission in liaison with the programmes of ALDA currently implemented
- To follow and report on the overall status as for EU perspective in the Balkans and propose corresponding follow up activities.
- To propose and create content that will animate the ALDA community in the region and facilitate information sharing.
- To identify opportunities to support initiatives benefiting local communities.

## Candidate qualifications

Applicants should meet the following requirements:

- University degree in Social science, Politics, Development, Communication and/or similar fields.
- Desirable training: training in participatory approaches and participatory research, strategic communication planning, training and impact evaluation of community engagement interventions.
- A specific experience or academic background on EU affairs and enlargement would be appreciated.
- At least **5 years of experience**, at national and regional level, in community engagement, citizen participation and multidisciplinary approaches of social mobilization.

## Skills

- Proficient written and spoken English language and one of the languages of the Western Balkan Region
- In depth knowledge of the Western Balkan region and its politics
- In depth knowledge of EU Affairs and enlargement process
- Excellent communication skills, more specifically the ability to clearly share and present ideas and concepts both orally and written.
- Excellent time management skills
- Strong organizational and planning skills
- Excellent intrapersonal skills
- Team spirit and the ability to create synergies with coworkers
- Flexible and adaptable

### Office in Strasbourg

Council of Europe 1,  
Av. de l'Europe  
F-67075 Strasbourg, France  
+33 3 90 21 45 93  
+33 3 90 21 55 17  
aldastrasbourg@aldaintranet.org  
alda@aldaintranet.org

### Office in Brussels

26 rue de la Loi,  
Mercator Building  
4th Floor - Salon for European  
Civic Organisations  
Brussels 1040, Belgium  
+32 (0)2 430 24 08  
aldabrussels@aldaintranet.org

### Office in Vicenza

Viale Milano 36  
36100 Vicenza, Italy  
+39 04 44 54 01 46  
+39 04 44 23 10 43  
aldavicenza@aldaintranet.org

### Office in Skopje

Bld. Partizanski Odredi  
43B/1-5  
Skopje, 1000  
North Macedonia  
+389 (0) 2 6091 060  
aldabalkans@aldaintranet.org

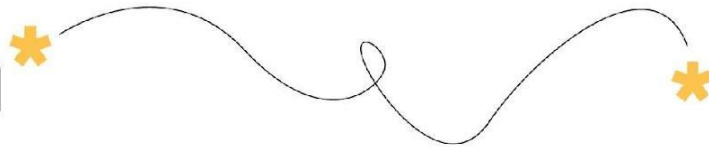
### Office in Chisinau

40, Serghei Lazo street  
5 Floor, office no.3, Chişinău  
Republic of Moldova  
aldamoldova@aldaintranet.org

### Office in Tunis

Rue Brahim Jaffel,  
Imm. Azaiez  
2 floor, Apt 4 El Menzah 4,  
Tunis 1082, Tunisia  
aldatunisia@aldaintranet.org





### Terms of contract

The contract will be issued 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 in **January 2025**.

Duration: initial contract of 12 months

Location: preferably in Skopje (North Macedonia) or in Belgrade (Serbia).

Starting salary: Salary will be based on the experience and qualifications of the candidate. The proposed salary will follow ALDA's staff regulation, depending on the experience and seniority in similar positions in Skopje or Belgrade.

### Application procedure

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

Please ensure that your Letter of Intent clearly states your interest in the position and highlights your relevant qualifications and experience. Additionally, include details about your proposed starting salary.

Applications must be received **on or before 1<sup>st</sup> of December 2024**. Interviews will take place the following days and might be followed by a written test.

*Please note that due to the expected high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!*

#### Office in Strasbourg

Council of Europe 1,  
Av. de l'Europe  
F-67075 Strasbourg, France  
+33 3 90 21 45 93  
+33 3 90 21 55 17  
[aldastrasbourg@aldaintranet.org](mailto:aldastrasbourg@aldaintranet.org)  
[alda@aldaintranet.org](mailto:alda@aldaintranet.org)

#### Office in Brussels

26 rue de la Loi,  
Mercator Building  
4th Floor - Salon for European  
Civic Organisations  
Brussels 1040, Belgium  
+32 (0)2 430 24 08  
[aldabrussels@aldaintranet.org](mailto:aldabrussels@aldaintranet.org)

#### Office in Vicenza

Viale Milano 36  
36100 Vicenza, Italy  
+39 04 44 54 01 46  
+39 04 44 23 10 43  
[aldavicenza@aldaintranet.org](mailto:aldavicenza@aldaintranet.org)

#### Office in Skopje

Bld. Partizanski Odredi  
43B/1-5  
Skopje, 1000  
North Macedonia  
+389 (0) 2 6091 060  
[aldabalkans@aldaintranet.org](mailto:aldabalkans@aldaintranet.org)

#### Office in Chisinau

40, Serghei Lazo street  
5 Floor, office no.3, Chişinău  
Republic of Moldova  
[aldamoldova@aldaintranet.org](mailto:aldamoldova@aldaintranet.org)

#### Office in Tunis

Rue Brahim Jaffel,  
Imm. Azaiez  
2 floor, Apt 4 El Menzah 4,  
Tunis 1082, Tunisia  
[aldatunisia@aldaintranet.org](mailto:aldatunisia@aldaintranet.org)