

Call for Candidatures “Networks and Training Officer” (Ref. no 19)

The Anna Lindh Foundation, ALF, (<https://www.annalindhfoundation.org>), created in 2005, as an international intergovernmental organisation based in Alexandria. The Foundation, inspired by Anna Lindh's legacy, is committed to fostering intercultural dialogue within its mission of nurturing inclusive societies where diversity is celebrated and everyone's voice is valued. By promoting peace, justice, and strong partnerships, the Foundation strives to create a world where people from diverse backgrounds live in harmony through open and meaningful intercultural exchanges.

ALF brings together organisations, institutions, policy makers, and other change makers from all Euro-Med countries to open a dialogue and cooperate. People meet, learn, and collaborate, through the Foundation's different projects and initiatives in different fields to empower them to create a chain of positive change that touches more lives and communities. Its action grounds on the two main bodies of the Foundation: It's Civil National Networks with more than 4,500 members and the 42 Members States of its Board of Governors.

Eligibility

Applicants must be nationals of one of the 43 (UfM) countries:

(Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, North Macedonia, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Syria, The Netherlands, Tunisia and Türkiye).

Job location

The position is based in Alexandria, Egypt, from the Foundation premises, with the possibility to travel in the region.

Combined retribution

The annual gross combined retribution can amount up to 30.600 euro. Additionally, international staff members based in Alexandria are entitled to one-time installation allowance calculated at two months of the basic retribution (equal to 3.060 euro) for moving from their home country to the duty station.

Insurances

In addition to the combined retribution, Medical, Accidental death and dismemberment and Life insurance scheme are covered by the Foundation in good reputable companies.

Contract typology

Local contract or International service contract depending on the nationality of the selected candidate. Local contracts are subject to monthly deductions according to the regulations of the Egyptian Income Tax Authority and Egyptian Social Insurance Authority. International service contracts are free of Egyptian taxation, but they are not exempt from the abroad local income tax, if any.

Starting date

The estimated start of the contract is foreseen for 1 January 2025.

Duration

The contract shall last until 30 June 2026. The signature of a new contract is foreseen, subject to availability of funds and satisfactory performance assessment.



Contract framework

The contract will be formalised in the framework of the Action Grant NDICI-GEO-NEAR/2022/434-371 and the ALF Members States Voluntary Contributions.

Profile

The Networks and Training Officer will have the overall responsibility to support in developing and implementing the Foundation's work with its civil society Network of National Networks, acting as focal point for CSOs and different ALF Stakeholders and accompanying them in the implementation of their decentralised actions and capacity enhancement activities, in line with the ALF Multiannual Work Programme 2022-2025, following the indications of the Civil Society Manager.

Key responsibilities

- Support the Civil Society Manager in implementing different ALF National Networks programmes, and in particular the capacity enhancement components
- Ensure timely follow-up and overall technical compliance of the implementation of the assigned contracts and Programmes, and regularly report to the Civil Society Manager in relation to KPIs, among others
- Keep updated and accurate databases to support operational and managerial decision making
- Contribute to the evaluation process and support the ALF team in all the administrative procedures and methodological approaches that need to be completed to reach the ALF objectives
- Work collaboratively with the other ALF Units, facilitating the accessibility of any information or documentation they might need and proposing innovative views to ensure the ALF Secretariat performance
- Carry out field missions related to specific meetings, events or field assessments and report about them
- Perform any other function related to the position requested by the of Civil Society Manager

Requisites

- Bachelor's degree in a relevant field related to the key above-detailed responsibilities
- Minimum five years of work experience in international development cooperation projects
- Minimum five years of work experience in formulating international development project proposals
- Excellent written and oral English skills

Assets

- Good written and oral Arabic and French skills
- Experience of at least three years working in Southern Mediterranean countries
- Experience of at least three years working in enhancing capacities programmes
- Excellent interpersonal skills with a variety of stakeholders. Discretion and sense of diplomacy
- Attention to details and capacity to prioritize assigned responsibilities and dealing with deadlines

Applications

Interested candidates must complete and submit the below form in English only before 10 December 2024 at 23.59 Central European Time (CET). Candidates must upload a motivation letter of no more, nor less than two pages (Arial 11, simple space) and a detailed Curriculum vitae of no more than four pages, which has to follow the Europass template (<https://europa.eu/europass/en>), both in English only.

A confirmation message will automatically be displayed upon submission of the application. Only complete applications, meeting the eligibility criteria and submitted before the deadline will be considered. Only shortlisted candidates will be contacted.



Type-form

About You

First Name/Last Name

Gender

Nationality (43 UfM countries)

Date of Birth

Mother tongue

Current address

Postal Code

Country

Contact Details

E-mail Address

Mobile Telephone Number

Do you hold a bachelor's degree in a relevant field related to this position's key responsibilities?

If yes, please specify the field of study.

Do you have minimum five years of work experience in international development cooperation projects?

If yes, please elaborate on the specific purpose of the related projects and your particular responsibilities

Do you have minimum five years of work experience in formulating international development project proposals?

If yes, please specify the donors you worked with and describe your greatest success as a fundraiser

English language level (Please indicate the language, if any, and the level from A1 to C2)

Arabic language level (Please indicate the language, if any, and the level from A1 to C2)

French language level (Please indicate the language, if any, and the level from A1 to C2)

Do you have minimum three years of work experience in Southern Mediterranean countries?

If yes, please detail your specific responsibilities and explain three lessons learned

Do you have minimum three years of work experience in enhancing capacities programmes?

If yes, please elaborate on your relevant experience in that particular field

File Uploads

Please upload a motivation letter of no more, nor less than two pages (Arial 11, simple space) and a detailed Curriculum vitae of no more than four pages, which has to follow the Europass template (<https://europa.eu/europass/en>), both in English only.

I agree to the privacy policy

- From where did you hear about this opportunity?
- By participating in this call for candidatures, the applicant accepts the provisions of the ALF regarding patents, privacy and intellectual property and the protection of personal data [link to the legal text] [Mandatory check box to be able to submit the application] and accepts to be subscribed to receive updates about the Foundation's activities and future opportunities [Mandatory check box to be able to submit the application]

