

Call for Candidatures “Contracts and Grants Specialist” Ref.no. /2024-17)

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.

Combined retribution

The annual gross combined retribution amounts up to 18.480 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 1.848 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 5 December 2024.

Duration

The contract shall last until 30 June 2025. The signature of a new contract is foreseen subject to availability of funds and satisfactory performance assessment



Profile

Under the supervision of the Head of Administration, Contracts and Grants, the Contracts and Grants Specialist will support all the preparatory and procedural work related to the launch, evaluation and the award of ALF contracts through calls and other service contracts and granting schemes, responsible for concluding and managing related contracts and preparation of tendering dossiers for services and supplies.

Key responsibilities

- Support in all preparatory work related to the launch of service calls, calls for expression of interest, calls for participation and calls for service contracts related to the different programme implemented by the ALF
- Handle all procedural work throughout the process from the launch of calls until the contracting, including but not limited to: preparing the documentation needed by the evaluation committees, serve as secretary to the evaluation committees, record results, compile evaluation reports, prepare notification letters to the awarded organisations/participants and maintain appropriate records for each call as needed for external audit
- Coordinating with ALF different teams for the publication of the results of each call and effecting payments where required
- Preparing contracts and addenda to contracts if required
- Maintain updated workspaces on smartsheet and providing access to other members of working teams across the other units to ensure proper collaboration
- Maintaining appropriate records for each call, contracts, and other documentation needed for external audit
- May serve as ALF's focal point with different service providers such as translators, editors and proof-readers..etc and manage the related procurements and issue new contracts

Requisites

- A Bachelor's Degree in a field relevant to the key responsibilities above
- Minimum of three years of work experience in in contracts management or granting schemes
- Minimum three years of experience in European Union donor contractual regulations
- Excellent written and oral English

Assets

- Knowledge and/or experience in PRAG (Practical Guide to EU External Actions)
- Carried out similar tasks in donor funded programmes
- Specific training courses/experience related to grants and service contracts or procurement rules
- French language
- Analytical skills and attention to details

Applications

Interested candidates must complete and submit the below form in English only before 30 November 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.

Due to the high volume of requests, responses to individual requests will not be provided.

Only shortlisted candidates will be contacted.

Online 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 BA degree and field of study
- **Do you have minimum three years of work experience in contracts management or granting schemes?**
If yes please detail which kind of contracts you managed and the three main lessons learned managing granting schemes
- **Do you have minimum three years of work experience in in European Union donor contractual regulations?**
If yes please detail the EU calls/programmes you managed and explain the main responsibilities developed
- **English language level**
- **Do you have knowledge and/or experience in PRAG (Practical Guide to EU External Actions)?**
If yes, please elaborate
- **Did you carry out similar tasks in donor funded programmes?**
If yes, please specify the organization and main tasks carried out
- **Do you hold a specific training certificate/experience related to grants and service contracts or procurement rules?**
If yes, please specify the training obtained/experience acquired and field covered.
- **French language level**

File Uploads

Please upload a motivation letter of no more, nor less than two pages (Arial 11, simple space) and a detailed Curriculum

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I agree with the ALF 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]

