

Local Democracy Agency Moldova Delegate - Cimisia

Ad title: Local Democracy Agency Moldova Delegate – Cimisia

Provided by: ALDA

Application Deadline: 31 January 2017 COB

The selected candidate will be in charge of the implementation of the strategy for the LDA Moldova as agreed by the LDA partners. He/She will conduct activities and actions for the promotion of local democracy and the citizens' participation in Moldova. The delegate will be working closely with the European Association for Local Democracy (ALDA), other LDA partners, local governments from Moldova, Civil Society Organizations and other relevant stakeholders.

Vacancy Notice: Delegate of LDA Moldova

Position: Local Democracy Agency (LDA) Cimisia Delegate

Place: Cimisia, Moldova

Duration: 1-year contract as from February 2017 at the LDA in Moldova (the position is renewable following evaluation by the LDA Governing Board)

Starting date: February 2017

About LDA Moldova and ALDA:

Local Development Agencies (LDAs) are self-sustainable, locally registered NGOs that act as promoters of good governance and accountable local self-government. Currently, there are 13 established LDAs in the EU and its neighborhood, including LDA Georgia and LDA Armenia. LDAs are working in close cooperation with the European Association for Local Democracy (ALDA).

ALDA is a non-governmental organization dedicated to the promotion of good governance and citizen participation at the local level, across Europe. It is a membership based organization gathering more authorities and civil society. It was established in 1999 at the initiative of the Council of Europe's Congress of Local and Regional Authorities to coordinate and support a network of LDAs which was established in the early 1990s after the break-up of the former Yugoslavia. The network now also extends to Southern Caucasus. For more information about the LDAs and ALDA, please visit www.ald-europe.eu

Mandate of the LDA Moldova Delegate:

- Management and implementation of LDA Moldova projects and activities
- Drafting project proposals in cooperation with ALDA, its members and other partners
- Daily management of the LDA (implementation of action plan, financial management of projects and of the Agency, drafting regular and annual reports, managing bank accounts and the LDA budget)
- Facilitation of communication and exchanges among partners, the hosting authority, local governments and local civil society. Active participation in building the LDA network in Moldova
- Cooperation with ALDA for all the funding initiatives in Moldova.
- Information sharing within ALDA's network of LDA's
- Appropriate handling and archiving of correspondence and general administrative documents
- Management of relations with partners, organization of meetings and keeping minutes
- Preparation of newsletters, promotional publications on the activities and alike

- Fund raising for projects and initiatives together with LDA partners
- Support to projects and actions implemented by the LDA partners

Profile:

- Graduate degree or equivalent in development studies, international relations, political science, economics, anthropology, sociology, public policy, or a related field
- At least three years of professional experience in working on local democracy issues, human rights, citizens' participation, civil society, youth, intercultural dialogue, relations with public authorities, etc.
- Good understanding and experience in working with local governments
- Excellent communication, inter-personal and institutional liasing skills based on open-minded, strategic and forward looking approaches to stakeholders and assignments
- Good understanding, knowledge or experience of European civil society networks, Council of Europe, EU institutions and funding mechanisms and some understanding, knowledge or experience of international civil society networks
- Strong interest to work for the improvement of local democracy in Moldova, citizen participation and local decision-making processes, local self-governance and civil society development
- Good managerial skills
- Basic understanding of Moldavian legislation
- Computer and internet proficiency, including MS Office, Word, Excel, PowerPoint etc.
- Written and spoken fluency in Moldovan, Russian and English
- Self-motivated person, able to demonstrate initiative and to work autonomously
- Good oral and written communications skills
- Capacity to multi-task and coordinate several projects simultaneously
- Ability to live and work in Cimislia, Moldova
- Ability for frequent travels within Moldova and abroad

Interested candidates should send their application in English (CV including your salary expectations, cover letter, recommendation letter, and a written sample in English) by 31st January 2017 COB to nino.tvaltvadze@aldaintranet.org with the “Delegate LDA Cimislia” in subject line.

Due to the high number of applications, only short-listed candidates will be contacted.