

INTERNSHIP PROPOSAL
Association of the Local Democracy Agencies (ALDA) – Brussels, Belgium
Department/Division: Project management

The Association of Local Democracy Agencies (ALDA) is a non-governmental organisation dedicated to the promotion of good governance and citizen participation at the local level. In the framework of promoting good governance and citizen participation at the local level ALDA focuses on various themes, such as European integration, decentralisation, civic initiatives and volunteering, human rights and sustainable economic development. ALDA focuses especially on activities facilitating cooperation between local authorities and civil society. ALDA 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 Local Democracy Agencies (LDAs) established in the early 1990s. There are currently 13 Local Democracy Agencies, and ALDA is working to open LDAs also in Ukraine, Tunisia and Azerbaijan. ALDA is a membership based organisation gathering more than 160 members (including local authorities, associations of local authorities, and OINGs) from over 35 countries. ALDA is funded through membership fees and project funding from the European Commission, the Council of Europe, and other public and private donors.

Position title: Project Manager Assistant

Position purpose: The Association of Local Democracy Agencies (ALDA) is offering a six-month internship position for its office in Brussels, Belgium. The intern will work under the supervision of ALDA's Project Manager and Eastern Partnership Coordinator.

Duties and responsibilities:

- Monitoring and reporting on events and information on European policies in relation to ALDA's activities and projects in the European Neighbourhood countries and in particular in the Eastern Partnership countries (Ukraine, Moldova, Belarus, Georgia, Armenia and Azerbaijan);
- Supporting the Project Manager in the implementation of projects in the EP countries;
- Participating in events and conferences on behalf of ALDA;
- Participation in drafting project proposals, writing interim and final reports and publications for ongoing projects;
- Provide assistance to the LDAs network coordinator;
- Translations in Russian and English;
- Logistic support: assisting in organizing meeting in Brussels, and travels of colleagues.

Professional competencies: Ability to work in a small team; Capacity for synthesis, analysis and writing; Interest in issues of local democracy and participatory and active citizenship in Eastern Europe and south Caucasus; Strong motivation for European cooperation; Ability to work in Russian and English; Proficient use of processing tools such as the Office package (Word, Power Point, Excel required); Previous experience in communication, monitoring and/or project management is an advantage; Demonstrate autonomy and initiative.

Key competencies/Language skills: Russian - Proficiency (Required); English - Upper intermediate (Required)

Key competencies/Computer skills: Word processing - Proficient user

Key competencies/Other: Planning & Organizing; Responsibility; Problem Solving & Decision Making; Scheduling & Coordinating; Interpersonal Skills; Professionalism

Working language/s: English, French, Italian

Earliest start date: 01/11/2015

Latest start date: 20/11/2015

Duration: 6 months

How to apply

Please send CV, cover letter by 10/09/2015 at the latest via INTLAG.