

INTERNSHIP PROPOSAL

Association of the Local Democracy Agencies (ALDA)

Department/Division: Project Development Unit – 2 places

Vicenza/Italy

Association of the Local Democracy Agencies (ALDA)

The Association of Local Democracy Agencies (ALDA) is a non-governmental organization 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, decentralization, 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.

Position title: Project development assistant

Position purpose: The project development unit aims at developing projects proposals for getting funds (EU or other donors) in order to support the mission of ALDA.

Duties and responsibilities:

- Fundraising: research for grant opportunities, periodical checks of call for proposals and tenders, update the donors database
- Projects development: partnership building activities, projects drafting, preparation of the application package
- Administrative and office tasks: activities related to the preparation and the submission – but also the implementation and the reporting – of European projects

Level of study: master

Professional competencies:

- Languages: English; French and/or Italian is an asset
- Previous experience in project development is an asset
- Knowledge of computer tools
- Ability to work in a team as well as individually
- Good interpersonal and communication skills
- High motivation and strong interest for international decentralized cooperation

Key competencies/Language skills:

- English - Advanced (Required), French - Upper intermediate (Preferred), Italian - Upper intermediate (Preferred)

Key competencies/Computer skills:

- Word processing, Presentation, Spreadsheets, Web Browsing and Communication

Key competencies/Other:

- Interpersonal Skills, Integrity, Professionalism, Reliability, Initiative, Responsibility, Communication, Teamwork, Adaptability/Flexibility, Creative Thinking, Intercultural perception, Problem Solving & Decision Making

How to apply: Please send CV, cover letter by 30.9.2014 at the latest.

Earliest start date: 15. 10. 2014

Latest start date: 30. 10. 2014

Duration: 6 months (negotiable)