

INTERNSHIP PROPOSAL
Association of the Local Democracy Agencies (ALDA)
Department/Division: ALDA office in Skopje, Macedonia

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. ALDA focuses on various themes, such as European integration, decentralisation, civic initiatives and volunteering, human rights and sustainable economic development. The main focus is 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 from over 35 countries.

Position title: Project manager assistant

Position purpose: The branch in Skopje has been opened in 2012 and has provided support to the implementation of the Lower Normandy/Macedonia programme and other programmes related to members in Macedonia or France. For more information see our website: <http://www.alda-europe.eu/> The interns will have to support and work under the supervision of ALDA's Head of Programme Implementation in Strasbourg and the Programme Manager to the Lower-Normandy/Macedonia programme.

Duties and responsibilities:

- Contributing to projects management, implementation and logistical support
- Support to administrative tasks related to the Offices needs
- Writing articles for ALDA's website and reports for internal use
- Participating in meetings for ALDA
- Participation in drafting project proposals, writing interim and final reports for on-going projects
- Translations in French and English and other possible languages

Professional competencies:

- Very good knowledge of French. Solid knowledge of English. Knowledge of a third European language is an asset
- Ability to work in a small team as well as a demonstrated autonomy and initiative
- Capacity for synthesis, analysis and writing
- Previous experience or training in project management or communication is an asset
- Interest in issues of local democracy and participatory and active citizenship
- Strong motivation for European cooperation
- Proficient use of processing tools such as the Office package (Word, Power Point, etc)

Key competencies/Language skills: English - Advanced, French - Advanced

Key competencies/Computer skills: Word processing - Independent user, Presentation - Independent user, Web Browsing and Communication - Independent user

Key competencies/Other: Interpersonal Skills, Professionalism, Initiative, Reliability, Teamwork, Adaptability/Flexibility, Planning & Organizing, Problem Solving & Decision Making, Checking, Examining & Recording, Monitoring Work, Time Management

How to apply: Please send CV, cover letter by **30.3.2015 at the latest (via INTLAG)**

City/Country: Skopje, Macedonia

Earliest start date: 15.5.2015

Latest start date: 30.5.2015

Financial contribution: 0 EUR/month

Contribution in kind: none

Working language/s: English, French, Italian

Duration: 6 months