

Call for Candidatures

“Country Desk Officer” (Ref. no. Country Desk Officer/2022-1)

The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures, ALF, (<https://www.annalindhfoundation.org>), created in 2005 and based in Alexandria is registered by the Egyptian Ministry of Foreign Affairs as an international intergovernmental organisation and its aim, according to its statutes, is to promote the dialogue between cultures and to contribute to the visibility of the Barcelona Process through intellectual, cultural and civil society exchanges.

To fulfil its objective, the Foundation mainstreams youth, gender equality and networking with a clear determination to lead regional and local intercultural dialogue initiatives that are useful for societies and institutions with a very pragmatic approach. Its action grounds on the two main bodies of the Foundation: The Civil Society Network of its National Networks with more than 4.000 members and the 41 Member States of its Board of Governors.

Eligibility

Applicants must be nationals of one of the 42 (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, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Syria, The Netherlands, Tunisia and Turkey).

Applicants (Egyptians or foreigners) must live in Egypt at the time of the signature of the contract.

Job location

The position is based in Alexandria, Egypt, from the Foundation premises, with expectations to travel in the region.

Combined retribution

The annual gross combined retribution amounts 15.000 euro.

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 September the 15th 2022.

Duration

The duration of the contract is 30,5 months, terminating on March the 31st 2025. The signature of a new contract is possible subject to availability of funds and satisfactory performance assessment.

Contract framework

The contract will be formalised in the framework of the Action Grant NDICI-GEO-NEAR/2022/434-371.



Profile

The Country Desk Officer will have the overall responsibility to support in developing and implementing the Foundation's work with its civil society Network of National Networks, acting as focal point for the assigned countries (Austria, Bosnia Herzegovina, Czech Republic, Finland, Germany, Greece, Palestine, Poland, Sweden and Turkey) and accompanying them in their decentralised action, in line with the ALF Multiannual Work Programme 2022-2025, following the indications of the Civil Society Manager.

Key responsibilities

- Support the Civil Society Manager in developing the strategy for the development of the National Networks and in implementing the Networks Engagement Scheme to sustain financially the ALF Networks
- Act as a country focal point for a specific number of countries whereby ensuring the correct and timely implementation of the country responsibilities and contracts assigned, keeping updated the related databases
- Ensure the overall technical compliance of the implementation of the assigned countries and contracts and regularly report to the Civil Society Manager in relation to the set objectives and calendar
- Contribute to the evaluation process and support the team in all the administrative procedures that need to be completed to fulfil the donor's requirements
- Coordinate with the Corporate Communication and Quality Control and Fundraising Units and ensure the accessibility of any information or documentation these Units might need
- Work collaboratively with a cross-disciplinary approach with Public Policies Unit and Regional Programme team to ensure the ALF Secretariat performance
- Carry out field missions related to specific meetings, events or field assessments and report about them

Requisites

- Bachelor's degree in a relevant field related to the key above-detailed responsibilities
- Minimum three years of work experience in project management related to the civil society mobilisation
- Minimum three years of work experience in donor-funded project management and procedures
- Minimum three years of work experience in collating and analysing data to inform decision making
- Excellent written and oral English skills
- Proficient knowledge of standard computer software (MS Word®, Excel®, PowerPoint and Outlook®)

Assets

- Experience of at least two years working in Southern Mediterranean countries
- Working competence in the languages of the assigned countries
- Familiarity with the work of Anna Lindh Foundation
- Knowledge of and interest in intercultural dialogue
- Excellent interpersonal skills with a variety of stakeholders. Discretion and sense of diplomacy
- Attention to details and capacity to prioritise assigned responsibilities and dealing with deadlines

Applications

Interested candidates must complete and submit the below form in English only before August the 31st 2022 at 23:59 Central European Time (CET): <https://www.annalindhfoundation.org/jobs-opportunities/country-desk-officer>.

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.

