

## Call for Candidatures

### “Liaison Officer in Brussels” (Ref. no. Liaison/Officer/2022-5)

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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).

#### Job location

The position is based in Brussels, Belgium.

#### Combined retribution

The annual gross combined retribution amounts 36.600 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

International service contract, that is free of Egyptian taxation, but it is not exempt from the abroad local income tax.

#### Starting date

The estimated start of the contract is foreseen for September the 30<sup>th</sup> 2022.

#### Duration

The duration of the contract is 30 months, terminating on March the 31<sup>st</sup> 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 Liaison Officer in Brussels, following the indications of the ALF Executive Director, will ensure the effective coordination of the action of the ALF Secretariat with the EU Institutions, the Permanent Representations of the ALF Member States to the EU and with other relevant partners and civil society and institutional stakeholders, in line with the ALF Multiannual Work Programme 2022-2025.

### Key responsibilities

- Prepare agenda missions for the ALF Executive Director and President following their indications
- Identify and monitor potential opportunities for ALF in terms of strategic partnerships and fundraising with relevant institutions and civil society organisations and elaborate related reports
- Contribute to conceptualise possible European projects and to write concept notes and full proposals in close coordination with the ALF Secretariat team
- Organise logistically content (related to the Annual Work Plans) and institutional (Heads of Network, Board of Governors and Advisory Council) events in Belgium
- Advocate, outreach and make visible the ALF developments implemented by the Secretariat or through its National Civil Society Networks and Board of Governors members
- Work collaboratively with a cross-disciplinary approach with ALF Civil Society Unit, Public Policies Unit and Regional Programme team to ensure the ALF Secretariat performance
- Monitor and follow up on the EU policies contributing to the fulfilment of the New Agenda for the Mediterranean as well as governing the ALF priority fields of action (culture, media, youth, mobility, environment/climate change and sustainable development in particular)
- Coordinate with the EU Institutions where so required, DG NEAR and EEAS in particular

### Requisites

- Bachelor's degree in a relevant field related to the key above-detailed responsibilities
- Minimum one year of experience in European Institutions
- Minimum two years of work experience in formulating European projects
- Excellent written and oral English skills
- Proficient knowledge of standard computer software (MS Word®, Excel®, PowerPoint and Outlook®)

### Assets

- Master, M Phil or PhD related to European or Euro-Mediterranean public policies
- Specific studies on Logical Framework Approach and project formulation
- At least one year of experience implementing intercultural dialogue initiatives
- At least one year of experience in event's logistics organisation
- Working competence in French
- Discretion, sense of diplomacy and excellent interpersonal skills with a variety of stakeholders
- Attention to details and capacity to prioritise assigned responsibilities, dealing with deadlines

### Applications

Interested candidates must complete and submit the below form in English only before September the 5<sup>th</sup> 2022 at 23.59 Central European Time (CET): <https://www.annalindhfoundation.org/job-applications/liaison-officer-brussels>.

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.

