

Call for Candidatures

“Local Dynamics Administrator” (Ref. no. Local Administrator /2022-2)

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 14.400 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 12 months, terminating on September the 14th 2023. The signature of a new contract is possible subject to availability of funds and satisfactory performance assessment.



Profile

The Local Dynamics Administrator will provide logistical and administrative support to the Civil Society Unit, with a special responsibility to support the officer in charge of the Intercultural Programme in Egypt. Additionally, the Administrator will contribute to implement the Scheme to support the action of the ALF National Civil Society Networks and the Enhancing Capacities and Mobility Programmes, following the indications of the Manager of the Unit.

Key responsibilities

- Support the Officer in charge of the Intercultural Programme in Egypt with drafting concept notes and any administrative documentation and attend preparation meetings keeping notes and records
- Ensure all logistical arrangements and general needs related to the Intercultural Programme in Egypt, including the procurement procedures and administrative and keeping financial related records
- Manage a unified calendar of the Intercultural Programme in Egypt activities and elaborate elements of dissemination in close coordination with the ALF Communication Unit and the Officer in charge
- Manage the logistical arrangements, fulfil the internal administrative procedures and elaborate different kind of documents and pieces of information in relation to the Civil Society Unit activity
- Elaborate and update the contact lists and other relevant documentation related to the ALF Civil Society National Networks members and circulate communications following the indications of the Civil Society Manager
- Support the Civil Society Unit team in collecting information, data and statistics, in all the reporting exercises, following the templates designed by the Quality Control Team and in filing systems and record keeping

Requisites

- Bachelor's degree in a relevant field related to the key above-detailed responsibilities
- Minimum three years of experience in logistical and administrative support
- Minimum two years of experience in the organisation of meetings and events
- Minimum one year of experience in Project Management Cycle
- Excellent written and oral Arabic skills
- 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 the intercultural scene in Egypt
- Knowledge of different project management tools
- Familiarity with the work of Anna Lindh Foundation
- 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/local-dynamics-administrator>

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.

