

## Call for Candidatures

### “Civil Society Manager” (Ref. no. Civil Society Manager/2022-8)

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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 4.500 members and the 41 Members 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 Alexandria, Egypt, from the Foundation premises, with expectations to travel in the region.

#### Combined retribution

The annual gross combined retribution amounts 70.440 euro.

#### Insurances

In addition to the combined retribution, Medical, Accidental death and dismemberment and Life insurance scheme are covered by the Foundation with well recognised 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 January the 1<sup>st</sup> 2023.

#### Duration

The duration of the contract is 27 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 Civil Society Manager, following the indications of the Executive Director, leads the ALF Secretariat action towards its Civil Society National Networks; ensures well-oiled internal and external coordination schemes and procedures; actively contributes to the fundraising strategy of the Foundation, directs the Civil Society team; supervises the assigned budget and develops, implements and coordinates all the ALF Civil Society Unit activities in line with the ALF Multiannual Work Programme 2022-2025.

### Key responsibilities

- Develop and implement the Multiannual Networks Strategy and the Networks Annual Action Plans to promote cohesion and engagement of members and coordinators of the ALF Civil Society National Networks
- Maintain a constant and fluid communication and exchange with the Heads of the ALF Civil Society National Networks and their grass-root members
- Develop a thorough understanding of the situation of each ALF National Network and identify opportunities to promote collaborations and partnerships between members and coordinators
- Identify and put into effect creative approaches and innovative methodologies with the view to optimise the ALF Secretariat and the Civil Society National Networks performances
- Contribute to the fundraising strategy of the Foundation, conceptualising and designing international development cooperation projects and coordinating the elaboration of concept notes and full proposals
- Guarantee compliance with the targets, outputs and outcomes defined in the Action Grant Phase VI and coordinate the elaboration of the related narrative and financial reports and other formal documentation
- Guarantee the assessment and the evaluation of the programmes, calls and activities carried out by the Civil Society Unit and apply on a recurring basis the lessons learned and the best-case studies identified
- Ensure close coordination with the Public Policies, Corporate Communication, Quality Control, Finance and Administration ALF Units fostering synergies and complementarities
- Perform any other function related to the position of Civil Society Manager requested by the Executive Director

### Requisites

- Bachelor's degree in a relevant field related to the key above-detailed responsibilities
- Minimum five years of work experience in fundraising and formulating international project proposals
- Minimum five years of work experience in managing international development cooperation projects
- Minimum four years of work experience in networks management
- Minimum four years of work experience with civil society projects in the Mediterranean
- Excellent written and oral English skills
- Proficient knowledge of standard computer software (MS Word®, Excel®, PowerPoint and Outlook®)

### Assets

- Good written and oral Arabic skills
- Good written and oral French skills
- Experience of at least four years managing regional projects in the Mediterranean
- Experience of at least four years leading teams
- 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 December the 12<sup>th</sup> 2022 at 23.59 Central European Time (CET):

<https://www.annalindhfoundation.org/jobs-opportunities/civil-society-manager>

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.

