

Call for Candidatures

“Head of Administration, Contracts and Grants” (Ref. no. HACG/2022-9)

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 Türkiye).

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 40.800 euro. International staff members based in Alexandria are entitled to one-time installation allowance calculated at two months of the basic retribution (equal to 60% of the total combined retribution) for moving to the duty station from the home residence country.

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 March the 1st 2023.

Duration

The duration of the contract is 25 months, terminating on March the 31st 2025. The signature of a new contract is possible subject to availability of funds and satisfactory performance assessment.



Profile

The Head of Administration, Contracts and Grants, following the indications of the Executive Director, leads the Administration Unit team and the Service Team, ensures efficient internal administrative procedures and workflows, supervises the procurement, the calls and the grant processes and runs the HR and the venues of the Foundation, in consistency of the rules laid out in the ALFs Manuals and the EU rules and procedures

Key responsibilities

- Direct the Administration Unit team and the premises management team
- Handle the ALF HR file (recruitment and hiring processes, employees' performance appraisal, leaves, missions, trainings, staff insurance schemes, among others)
- Develop, review, and improve administrative and contractual systems, policies, and procedures, ensuring the smooth and adequate flow of information within the Foundation
- Advise and implement the appropriate contractual, grant and procurement procedures, prepare and record contracts and other related documentation, in line with the audit donors' rules and applicable legislation
- Coordinate evaluation committees and panels, evaluation reports and the closure of contracts signed by the Foundation and external audit courses
- Oversee ALF facilities and team requirements, maintenance activities, cleaning services, renovations and ensure the necessary materials, supplies and equipment and its inventory for the accomplishment of the ALF work plan
- Performing any other function related to the position requested by the Executive Director

Requisites

- Bachelor's degree in a relevant field related to the key above-detailed responsibilities
- Minimum ten years of work experience in international donors' funded projects
- Minimum five years of work experience in the EU Practical Guide to EU External Actions
- Minimum two years of work experience in Human Resources functions
- Excellent written and oral English and Arabic skills
- Proficient knowledge of standard computer software (MS Word®, Excel®, PowerPoint and Outlook®)

Assets

- Master's degree in a relevant field related to the key above-detailed responsibilities
- Additional training certificates in fields related to the above detailed responsibilities
- Good written and oral French skills
- In-depth understanding of office management procedures and departmental and legal applicable policies
- Familiarity with the work of Anna Lindh Foundation
- 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 February the 6th 2023 at 23.59 Central European Time (CET):

<https://www.annalindhfoundation.org/jobs-opportunities/head-administration-contracts-and-grants>

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.

