

Call for Candidatures

“Public Policies Manager” (Ref. no. PPM/2023-2)

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 4.500 members and the 42 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 70.440 euro. Additionally, international staff members based in Alexandria are entitled to one-time installation allowance calculated at two months of the basic retribution (equal to 7.044 euro) 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 with well recognised companies.

Contract typology

Local contract or International service contract depending on the nationality of the selected candidate. International service contracts are free of Egyptian taxation, but they are not exempt from the abroad local income tax, if any. Local contracts are subject to monthly deductions according to the regulations of the Egyptian Income Tax Authority and Egyptian Social Insurance Authority.

Starting date

The estimated start of the contract is foreseen for June the 1st 2023.

Duration

The duration of the contract is 22 months, terminating on March the 31st 2025. The signature of a new contract is foreseen 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 Public Policies Manager, following the indications of the Executive Director, leads the ALF Secretariat's action towards the public bodies of the 42 Member States and the European Union's institutions; ensures well-oiled internal and external coordination schemes and procedures; actively contributes to the fundraising strategy of the Foundation, directs the Public Policies team; supervises the assigned budget and develops, implements and organises all the ALF Public Policies Unit activities and coordinates with the other Units of the Foundation, in accordance with the ALF Multiannual Work Programme 2022-2025.

Key responsibilities

- Contribute to develop and implement the Multiannual Public Policies Work Plan in close cooperation with the ALF Board of Governors members and with the relevant EU institutions in the Euro-Mediterranean region
- Contribute to the fundraising strategy of the Foundation, by conceptualising and designing international development cooperation projects and coordinating the elaboration of project concept notes and full proposals
- Conceptualise and organise multi-stakeholder's policy debates, outreach dialogues and other content events centred around relevant themes related to intercultural dialogue in the Euro-Mediterranean region
- Supervise the production of topographies, assessments and reports on specific public policies related to intercultural dialogue themes
- Coordinate the elaboration of evidence-based policy documents and recommendations and ensure a high level of analytical and editorial quality of the publications produced (evaluation, correction and editing process)
- 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 thorough assessment and the evaluation of the programmes, calls and activities carried out by the Public Policies Unit, incorporating on a recurring basis the lessons learned
- Ensure close coordination with the Civil Society, Regional Programmes, Corporate Communication, Quality Control, Finance and Administration ALF Units fostering synergies and complementarities
- Perform any other function related to the position of Public Policies 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 formulation, management and reporting of EC projects
- Minimum five years of work experience organising multi-stakeholder's Euro-Med events
- Minimum five years of work experience in revision and editing of Euro-Med themed publications
- Very good quantitative and qualitative research and analytical skills
- Excellent written and oral English skills
- Proficient knowledge of standard computer software (MS Word®, Excel®, PowerPoint and Outlook®)

Assets

- Specialisation in European or Euro-Mediterranean studies
- Experience of at least four years in positions related to the Euro-Mediterranean relations
- Experience of at least three years leading teams
- Good written and oral French skills
- 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 June the 11th 2023 at 23:59 Central European Summer Time (CEST):

<https://www.annalindhfoundation.org/jobs-opportunities/public-policies-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.

