

## Call for Candidatures Mediterranean Youth in Action Community Projects Officer (Ref. no/2024-3)

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The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures (ALF) (<https://www.annalindhfoundation.org>) was created in 2005 as an international intergovernmental organisation based in Alexandria. The Foundation, inspired by Anna Lindh's legacy, is committed to fostering intercultural dialogue within its mission of nurturing inclusive societies where diversity is celebrated and everyone's voice is valued. By promoting peace, justice, and strong partnerships, the Foundation strives to create a world where people from diverse backgrounds live in harmony through open and meaningful intercultural exchanges.

ALF brings together organisations, institutions, policymakers, and other change-makers from all Euro-Med countries to open a dialogue and cooperate. People meet, learn, and collaborate through the Foundation's different projects and initiatives in different fields to empower them to create a chain of positive change that touches more lives and communities. Its action grounds on the two main bodies of the Foundation: Its Civil National Networks with more than 4,500 members and the 43 Members States of its Board of Governors.

### Eligibility

Applicants must be nationals of one of the following 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, Libya Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, North Macedonia, 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 can reach up to 30.000 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 3.000 euro) for moving from their home country to the duty station.

### Insurances

In addition to the combined retribution, Medical, Accidental death and dismemberment and Life insurance schemes 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 15, 2024

### Duration

The duration of the contract is 33,5 months, terminating on December 31, 2026. The signature of a new contract is possible subject to the availability of funds and satisfactory performance assessment.



### Contract framework

The contract will be formalised in the framework of the Action Grant NDICI-GEO-NEAR/2023/448-134.

### Vision of the Programme

The Mediterranean Youth in Action (MYA) program strives to encourage political participation among young people, bridge the gap between generations, and promote active citizenship in the Mediterranean region. The program aims to engage committed young people through various activities and empower them as agents of positive change and responsible leaders.

With a genuine Euro-Mediterranean approach, MYA has three main goals: empowering young people to shape public policy and engage with decision-makers and civil society, implementing transformative initiatives through participatory approaches, and enhancing youth leadership in decision-making and coordination with peers in the Euro-Mediterranean space. It is structured in six working packages, each of them with a specific methodology.

Specifically, the MYA community projects officer will carry out the activities related to empower young leaders through enhancing their capacities, deploying flanking measures and providing means to enable them to implement grassroots initiatives at the local level on both shores of the Mediterranean, primarily addressing community needs and promoting inclusion models.

### Role Overview

The MYA community projects officer, under the direction of the MYA Programme leader and the ALF Civil Society Manager, will be responsible for carrying out instructions from the hierarchy at technical level, implement and run different files related to youth transformative leaders, contribute to the development of work plans, budgets, internal procedures and processes, elaborate sound information and facilitate operative and financial management, ensure coordination with the different ALF Units and follow-up with external service providers and experts.

### Key responsibilities

- Ensure the correct and timely implementation of activities and related services and contracts, in accordance with the targets, outputs, outcomes and calendar concerning young leaders' empowerment
- Elaborate comprehensive periodic reports -narrative and financial- and other formal documentation -calls, ToR, guidelines, templates, forms, and other support tools-
- Assess and evaluate the activities carried out, incorporating on a recurring basis monitoring procedures, impact assessments and lessons learned approaches
- Ensure close coordination and collaboration with the rest of the MYA team and with the different ALF Units
- Perform any other function related to the position requested by the hierarchy

### Requisites

- Bachelor's degree in a relevant discipline related to this position's key responsibilities
- Minimum five years of proven experience in formulation, management and reporting of EC projects
- Minimum five years of proven experience in sub-granting schemes and its reporting
- Minimum three years of proven experience in managing projects with training components
- Minimum three years of proven experience related to community based organisations
- Excellent written and oral communication skills in English



### Assets

- Experience managing regional projects related to Euro-Mediterranean countries
- Experience managing projects addressing grassroots needs or promoting inclusion models
- Proficiency in French & Arabic

### Applications

Interested candidates must complete and submit the form below in English only before February 24<sup>th</sup>, 2024, at 23.59 Central European Time (CET).

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. Only shortlisted candidates will be contacted.



### Online-form

#### About You

First Name/Last Name  
Gender  
Nationality (43 countries)  
Date of Birth  
Mother tongue  
Current address  
Postal Code  
Country

#### Contact Details

E-mail Address  
Mobile Telephone Number

#### Online form

- **Do you hold a Bachelor's degree in a relevant discipline related to this position's key responsibilities?**  
If yes, please specify the Bachelor's degree and field of study
- **Do you have at least five years of proven experience in formulation, management and reporting of EC projects?**  
If yes, please provide information on the main programmes and calls in which you have been involved and your specific role in each
- **Do you have at least five years of proven experience in sub-granting schemes and its reporting?**  
If yes, please provide concrete information on the methodologies applied to monitor their progress and to ensure the correct financial and narrative reporting from the final beneficiaries
- **Do you have at least three years of proven experience in managing projects with training components?**  
If yes, please relate the specific tasks carried out and the three main lessons learned
- **Do you have at least three years of proven experience related to community based organisations?**  
If yes, please elaborate on the main difficulties and challenges faced
- **English language level (drop down menu)**
- **Do you have any experience managing regional projects related to Euro-Mediterranean countries?**  
If yes, please describe your role and the main tasks developed
- **Do you have any experience managing projects addressing grassroots needs or promoting inclusion models?**  
If yes, please describe your role and the main tasks developed
- **French language level**
- **Arabic language level**

#### File Uploads

Please 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.

**I agree to the privacy policy**

**From where did you hear about this opportunity?**

**If you want to stay informed about the Foundation's activities and future opportunities, please consider subscribing to receive updates.**

