

Call for Candidatures “Public Policies Assistant” (Ref. no/2024-13)

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 42 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, 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 16.320 euros. Additionally, international staff members based in Alexandria are entitled to one-time installation allowance calculated at two months of the basic retribution (equal to 1.632 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 September 15, 2024.

Duration

The duration of the contract is 6.5 months, terminating on March 31, 2025. 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/2022/434-371.

Vision of the Unit/Programme

The Public Policies Unit has a significant role in developing policies to promote intercultural dialogue in the Euro-Mediterranean region. As a player in shaping discussions on inclusivity and multilateral cooperation, the Unit formulates original policy proposals and facilitates multi-stakeholder exchanges on policy priorities in line with the mandate and strategy of the Foundation.

Role Overview

The Public Policies Assistant is responsible for providing logistical and administrative support to the Public Policies Unit in the framework of the Action Grant programme. Under the guidance of the Unit Manager, they support key initiatives on knowledge production, policy debate and outreach.

Key responsibilities

- Provide logistical, administrative, and procurement assistance to the Public Policies Unit for the seamless execution of the Action Grant, including close collaboration with other relevant ALF Units to ensure coordinated efforts and streamlined processes.
- Elaborate comprehensive periodic reports that capture the progress and achievements of the Public Policies Unit. Concurrently, establish and maintain a data repository, organising statistical and financial records related to the unit's activities.
- Manage the calendar of the Public Policies Unit, keeping accurate and up-to-date records of activities, outcomes, and interactions. Circulate internal communications in accordance with the established hierarchy to ensure information alignment.
- Collaborate closely with the ALF Communication Unit to support effective communication and dissemination of initiatives and related events led by the Public Policies Unit.

Requisites

- Bachelor's degree in a field related to administration, project management, or other relevant discipline related to this position's key responsibilities.
- Minimum three years of proven experience in providing comprehensive logistical and administrative support.
- Minimum two years of hands-on experience in the organisation of meetings and events.
- Minimum one year of practical experience in the Project Management Cycle. This includes familiarity with project planning, implementation, monitoring, and reporting processes.
- Excellent written and oral communication skills in English.
- Proficient knowledge of standard computer software (MS Word®, Excel®, PowerPoint and Outlook®)

Assets

- Prior involvement in Euro-Mediterranean relations
- Knowledge of the Euro-Mediterranean policy framework
- Proficiency in French & Arabic



Applications

Interested candidates must complete and submit the form below in English only before August 31 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.

