

Call for Candidatures “Civil Society Manager” (Ref. no 12)

The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures (ALF), (<https://www.annalindhfoundation.org>), 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, policy makers, 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: It's 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 43 (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, 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 amount up to 72.000 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 7.200 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 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 1 September 2024.

Duration

The duration of the contract is 7 months, terminating on 31 March 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, provides guidance to the Civil Society team in light of the Foundation's vision; ensures well-oiled internal and external coordination schemes and procedures; actively contributes to the fundraising strategy of the Foundation, contributes to direct the Civil Society team; supervises the assigned budget and develops and ensures quality and thorough evaluation of all the ALF Civil Society Unit activities, all in line with the ALF Multiannual Work Programme 2022-2025.

Key responsibilities

- Develop and implement the Civil Society Strategy and Action Plans to promote cohesion and engagement of ALF members and coordinators of the Civil Society National Networks and beyond
- Maintain a constant and fluid communication and exchange with civil society entities involved in the ALF programming, particularly with ALF grass-root members and Heads
- Develop a thorough understanding of the situation of each ALF country and identify opportunities to promote collaborations and partnerships between members and coordinators and other relevant stakeholders
- 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, conceptualizing 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
- Put in operation and supervise a quality control and MEAL system through Smart Sheet for all 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 other 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 international development cooperation projects
- Minimum five years of work experience in regional project management
- Minimum five years of work experience in monitoring, evaluation, accountability and learning
- Minimum five years of work experience in EU fundraising and international funding mechanisms
- Excellent written and oral English skills

Assets

- Skills in other Euro-Mediterranean languages
- Leadership experience of at least five years of team management in a multicultural environment
- Strong analytical skills and the ability to develop and implement strategic plans

Applications

Interested candidates must complete and submit the below form in English only before 22 July 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.

