

## Call for Candidatures

“Mediterranean Youth in Action Transformative Initiatives Assistant” (Ref. no/2024/16)

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The Anna Lindh Foundation, 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 the possibility to travel in the region.

### Combined retribution

The annual gross combined retribution can reach up to 16.800 euro. Additionally, international staff members based in Alexandria are entitled to a one-time installation allowance calculated at two months of the basic retribution (equal to 1.680 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 15 November.

### Duration

The contract shall last until 31 December 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) programme strives to promote active citizenship in the Mediterranean region among young people, bridge the gap between generations, and encourage political participation. The programme 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 transformative initiatives assistant will support in carrying out the activities related to the Transformative Youth component, which aims at empowering young community leaders through enhancing their capacities. The transformative initiatives assistant will support Civil Society Organisations (CSOs) and young leaders in the implementation of grassroots initiatives at the local level on both shores of the Mediterranean, primarily addressing community needs and promoting inclusion models.

### Role Overview

The MYA transformative initiatives assistant, under the direction of the MYA Programme leader and the Civil Society Manager, will be responsible for carrying out instructions from the hierarchy at the technical level, assisting in the implementation and running of different files and activities related to young leaders, organising and coordinating multi-stakeholder events, and help prepare reports and other formal documentation. The role requires close collaboration with the MYA team and other ALF Units to ensure alignment with the Programme's strategic objectives and to facilitate the smooth execution of related activities.

### Key Responsibilities

- Assist in the planning, implementation, and monitoring of activities related to the Transformative Youth component of MYA
- Prepare and assist in the drafting of reports and other formal documentation, including templates, forms, and guidelines.
- Assist in organising and managing events, including logistics, participant coordination and their reporting



- Provide general administrative support, including maintaining records, scheduling meetings, and handling correspondence.
- 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 three years of proven experience in sub-granting schemes and its reporting
- Minimum two years of proven experience in Project Management Cycle
- Minimum two years of proven experience in organising multi-stakeholder events
- Minimum two years of proven experience in elaborating high-quality reports and formal documentation
- Excellent written and oral communication skills in English

### Assets

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

### Applications

Interested candidates must complete and submit the form below in English only before 20 October 2024, 2024, at 23.59 Central European Time (CET).

Candidates must upload a one-page motivation letter (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)  
Country of residency  
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 three years of proven experience in sub-granting schemes and its reporting?**

If yes, please explain the three main difficulties that you had to overcome and the solutions you applied during the implementation of such experiences

**Do you have at least two years of proven experience in Project Management Cycle?**

If yes, please describe in what capacity and which specific phases of the Project Management Cycle you have been involved in

**Do you have at least two years of proven experience organising multi-stakeholder events?**

If yes, please explain the main tasks developed and detail three operational lessons learned

**Do you have at least two years of proven experience elaborating high-quality reports and formal documentation?**

If yes, please provide information on the main projects and activities in which you had to prepare such documents

**English language level** (drop-down menu)

**Do you have any experience in regional projects related to Euro-Mediterranean countries?**

If yes, please specify the projects and the tasks carried out

**Do you have any experience managing projects addressing grassroots needs or promoting inclusion models?**

If yes, please elaborate on your particular expertise

**Arabic language level** (drop-down menu) (Please indicate the language, if any, and the level from A1 to C2)

**French language level** (drop-down menu) (Please indicate the language, if any, and the level from A1 to C2)

#### File Uploads

Please upload a one-page motivation letter (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?
- By participating in this call for candidatures, the applicant accepts the provisions of the ALF regarding patents, privacy and intellectual property and the protection of personal data [link to the legal text] [Mandatory check box to be able to submit the application] and accepts to be subscribed to receive updates about the Foundation's activities and future opportunities [Mandatory check box to be able to submit the application]

