

Call for Candidatures

“Mediterranean Youth in Action Research Assistant” (Ref. no/2024/14)

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 **18.000** 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 1.800 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 October 2024**.

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) program strives to promote active citizenship in the Mediterranean region among young people, bridge the gap between generations, and encourage political participation. 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 research assistant will support the Research Officer in carrying out the activities related to the Voicing Youth Knowledge project (VYK), which aims at energising young researchers on both shores of the Mediterranean to address Euro-Med issues to engage policymakers and civil society. The objective is to establish an evidence-based research programme to strengthen young researchers' capacity to tackle Euro-Mediterranean issues with innovative solutions, enhance their critical thinking, debate, and problem-solving skills, and ensure proper dissemination and exploitation of results and overall outreach with Civil Society Organisations (CSOs) and broader audiences. It will also provide policymakers with cutting-edge perspectives and approaches.

Role Overview

The MYA research assistant, under the direction of the MYA Programme leader and the Research Officer, will be responsible for carrying out instructions from the hierarchy at the technical level, assisting in the implementing and running of different files and activities related to young researchers, organizing 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 Voicing Youth Knowledge project (VYK)
- Prepare and assist in the drafting of reports and other formal documentation, including templates, forms, and guidelines.



- Assist in organising and managing events, workshops, and conferences, including logistics and participant coordination
- 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 revising and editing Euro-Med evidence-based policy documents
- Minimum three 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 related to European Institutions
- Specialisation in European or Euro-Mediterranean affairs
- 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 **7 October 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)
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 revising and editing Euro-Med evidence-based policy documents?

If yes, please explain the three main difficulties that you had to overcome and the solutions you applied .

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

If yes, please detail the steps you took to ensure the success of the meetings and events organised .

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 reports and formal documentation

English language level (drop-down menu)

Do you have experience related to European Institutions?

If yes, please describe the main tasks carried out, focusing on those regarding the Euro-Mediterranean relations

Do you have any specialisation in European or Euro-Mediterranean affairs?

If yes, please specify the degree and the field of study .

Do you have any knowledge of the Euro-Mediterranean policy framework?

If yes, please elaborate on your particular expertise

French language level (drop-down menu) .

Arabic language level (drop-down menu)

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.

Where did you hear about this opportunity?

- **Social Media**
- **ALF Website**
- **Email**
- **Referral**
- **Other, please specify**

By participating in this call, 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]

