

Call for Applications

PROJECT ASSISTANTS (2 positions)

Background

The Network of Associations of Local Authorities of South East Europe (NALAS) was established in 2001 under the auspices of the Stability Pact and the Council of Europe. Today, it gathers 14 national or regional local government associations who represent about 9000 local governments directly elected by around 80 million people. NALAS promotes the process of decentralisation, considering local self-government as a key issue in the current process of transition affecting the various countries in South-East Europe. NALAS builds partnerships in order to contribute to the reconciliation and stabilisation process in the region and henceforth contributes to the process of the European integration of the whole region.

NALAS initiates and carries out regional initiatives for its members and helps the associations to become viable representatives of local authorities vis-a-vis central government. NALAS provides services to member LGAs and local governments for the benefit of the citizens in the region and is known as the knowledge centre for local government development in South-East Europe. NALAS expands its scope and operational activity through its Secretariat based in Skopje.

Diversity is a value of highest priority in NALAS: as we declare in the statement of our basic values and principles “we are open, multi-lingual, multi-ethnic, multi-cultural and inclusive. We promote an equitable development of rural and urban municipalities, young and old, men and women.”

To support the increasing activities of the Network, develop and maintain high level of delivered services to its members, NALAS is looking to hire two (2) highly motivated individuals to be based in the Secretariat in Skopje:

- 1) Project Assistant on Gender Issues (to support the project “Strengthening the knowledge base and capacities of NALAS to promote gender responsive policy making and to engender local service delivery in SEE”, supported by UNWOMEN)
- 2) Project Assistant on Knowledge Management and Capacity Development

Duties and Responsibilities

Under the guidance of the Knowledge Manager and the Programme Officer, the Project Assistants in effective and efficient manner will assist to the achievement of NALAS and project goals through a range of actions contributing to the planning, implementation and monitoring of the activities.

The Project Assistants will work in close collaboration with the programme and operations staff in the NALAS Secretariat for effective achievement of results, anticipating and contributing to resolving programme/project-related issues and information delivery.

The assistants are expected to exercise in full compliance with NALAS programming, financial, procurement and administrative rules, policies and strategy.

Administrative management:

- Pro-actively contribute to day-to-day project/activity implementation and ensure conformity to expected results and project work-plans;

- Make pertinent logistical arrangements for the prompt and effective implementation of the project activities; ensure logistics are properly undertaken pertaining to the organisation of events, draft budgets and prepare participant lists – based on the work plan and expected deliverables of the project/activity;
- Arrange external and internal project related meetings; draft minutes of meetings.
- Provide logistic support to the consultants in the implementation of their tasks for the achievement of project results (maintain records, communication, prepare draft contracts, agenda, etc.);
- Assist in implementation of NALAS communication strategy (events branding, website, Digest, newsletter, publications, media relations, etc.);
- Assume responsibility for administrative matters of a more general nature, such as registry and maintenance of project files and records;

Financial management:

- Monitor budget expenditures and maintain a proper record of approved project/activity budgets in cooperation with the Finance Officer; contribute to proposals for budget revisions;
- Participate in preparation and submission of expenditure and programme budget status reports;
- In accordance with the Project Work Plan assist the procurement of supplies and services;

Competencies

Corporate Competencies:

- Demonstrates commitment to NALAS's mission, vision and values.
- Exerts strict adherence to corporate rules, regulations and procedures.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Shares knowledge and experience; Actively works towards continuing personal learning and applies newly acquired skills.
- Proven ability to problem-solve and think creatively;
- Ability to establish and maintain contacts with senior-level staff of the NALAS Secretariat and its members. Excellent interpersonal skills are essential part of the job.
- Ability to communicate effectively, both orally and in writing, is required to draft accurate and complete reports and other documents.
- Focuses on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humour even under pressure;
- Demonstrates openness to change and ability to manage complexities.

Required Skills and Experience

Education:

- University Degree and master degree (preferable) in social science studies, economics, law, public administration or other related field.
- Additional qualifications in local government, gender and municipal finance are an advantage.

Experience:

- Preferably at least one year of experience in development, administrative work, accounting/finance or other substantive area.
- Experience in the using computers and office software packages (MS Word, Excel, etc).

Language Requirements:

- NALAS' official language is English. Thus, fluency in both oral and written English is a must.
- Good knowledge of the NALAS countries' languages is an advantage.

Conditions of Service

- An eleven months contract with possibility of extension.

Other:

- Willingness to travel in the SEE region.

Application Process

The interested candidates should submit the following documents in English:

- Cover letter stating the interest for one or two of the positions and explaining the motivation and qualifications for the position; and
- CV.

Applications will be accepted by e-mail at: info@nalas.eu

The **deadline** for submission is 16:00, Monday, **19 June 2017**.

Only short-listed candidates will be contacted and invited for testing and/or interview.

NALAS is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.