

## Call for applications

The Network of Associations of Local Authorities of South-East Europe (NALAS) seeks a **Knowledge Manager** to be based in the NALAS Secretariat in Skopje. The Network brings together 15 Associations which represent roughly 9000 local authorities, directly elected by more than 80 million citizens of this region. NALAS was created in 2001 following the first Forum of Cities and Regions of South-East Europe organized by the Congress of Local and Regional Authorities of the Council of Europe. The Network was established under the auspices of the Stability Pact for South Eastern Europe (Working Table 1) and the Council of Europe. In July 2005 NALAS became an officially registered association with its seat in Strasbourg. The NALAS Secretariat was established in March 2007 and it is responsible for the overall coordination and the implementation of the activities. NALAS vision is that citizens of South-East Europe enjoy sustainable cities and communities as well as democracy and regional stability. With the support of strong local government associations and NALAS, they benefit from efficient services of local governments and an adequate representation of their interests. NALAS aims to initiate and carry out regional initiatives for its membership with a view to strengthen the associations of local authorities in SEE in becoming a viable representative of local authorities vis-à-vis central government and being better able to provide efficient services to local governments in SEE for the benefit of the citizens of the region.

**Title:** *Knowledge Manager*  
**Reports to:** *NALAS Executive Director*  
**Starting Date:** *May 2012*

NALAS seeks a highly motivated individual with a broad scope of expertise and experience in communication and knowledge management applying information technology. The position requires a creative attitude in delivering relevant information to NALAS members using different electronic communication tools and forms which should be appealing and user friendly. The position requires a communicative and fair-minded individual with high ethical standards, a strong work ethic and professionalism.

### Responsibilities:

#### **Communication and PR**

- Assure proper implementation of NALAS Communication Strategy
- Follow NALAS program activities and support NALAS Program Officers to develop clear communication with stakeholders and public

#### **Management**

- Manage, mentor and guide 15 Knowledge Management Assistants working with the NALAS Member Local Government Associations.
- Develop tasks for Knowledge Management Assistants and evaluate their work in coordination with the executives of the respective association.

#### **E-learning**

- Support all activities related to e-governance / municipal services

- Take a lead in developing innovative knowledge dissemination methods including E-learning

**Event Management**

- Support and when necessary take the lead in organizing NALAS major events such as Annual conferences, International Local Government Fair NEXPO, etc.
- Develop ToRs for engagement of vendors, communicate with partners and potential sponsors, etc.

**Web Design**

- Maintain and regularly update the NALAS web site in coordination with NALAS Program Officers.

**Knowledge Center**

- Develop and maintain the databases within the NALAS Knowledge Center;
- Coordinate with all NALAS Advocacy Groups / Task Forces in producing and collecting relevant information
- Conduct survey research on issues important to NALAS members
- Assist in producing information to be delivered to the NALAS members
- Scan internet resources and printed materials for articles of relevance to the local government functions. Clip articles and provide summaries in English to NALAS members.
- Perform other duties as required by the Executive Director.

**Qualifications**

- University degree preferably communications, public administration or related field.
- At least 5 years' experience in communication / PR with a local government, nonprofit or international development organization.
- Knowledge of software solutions for municipal e-government services
- Good command of English writing and speaking. French would be an asset.
- Good knowledge of the NALAS countries' languages is an advantage.
- Knowledge of the European institutions is a plus.

**Competencies:**

- Network management (LAN/WAN, Intranet/Internet, Satellite, VPN)
- Competence in design of outreach materials
- Good writing skills
- The position provides support to end users so good communication skills and a positive, flexible attitude are essential.
- Sense of responsibility and discretion;



Network of Associations of Local Authorities of South-East Europe  
Réseau des Associations de Pouvoirs Locaux de l'Europe du Sud-Est

- Ability to take initiative to make suggestions for improvement and work independently
- Competence of relational database management systems and database technology is a plus
- Competence in web development, internet and client – server technologies is a plus
- Willingness to travel.

The contract is for 1 year (with a possibility of extension). The first 6 months will be a probation period.

To be considered for the above positions, it is required to send the following documents in English:

- Cover letter that clearly states your motivation and qualifications for the position
- NALAS Application form

Applications will be accepted by e-mail at [info@nalas.eu](mailto:info@nalas.eu)  
The deadline for submission is 17:00, Monday, April 30, 2012.

Only candidates who meet the minimum requirements will be eligible to be short-listed.

For more information please contact NALAS web-site: <http://www.nalas.eu/>