

Call for Applications: Project Officer at NALAS

Position: Project Officer

Location: Skopje/North Macedonia

Organisation: Network of Local Authorities of South-East Europe (NALAS), www.nalas.eu

Type of contract: Full time, employment contract

Duration: 2 years, with possibility for extension

Deadline for Application: 20 August 2024, 17:00 CEST

1. Background

For its increased project portfolio, NALAS is seeking to recruit an experienced **Project Officer**, who will be working on projects for advancing the position of local government in South-East Europe, improving local public services and promoting regional cooperation.

NALAS was established in 2001 under the auspices of the Stability Pact and the Council of Europe. Today, it gathers 13 national or regional local government associations that represent about 7,000 local governments directly elected by around 80 million people.

NALAS safeguards local autonomy, promotes decentralisation and actively supports the local public administration reform and development of strong local government in South East Europe, transformation into sustainable, smart, inclusive and resilient cities and municipalities, through regional cooperation and Centre of Excellence, thereby contributing to democracy, stability and prosperity in the region.

2. Objective of the assignment

Successfully manage a portfolio of NALAS' regional projects, by involving NALAS' member Local Government Associations (LGAs) and their members, cities and municipalities of South-East Europe.

3. Job Responsibilities and Duties

- **Project management:** managing all phases of project implementation, including: developing operational plans, designing and implementing specific activities, budget management, activity and project monitoring and evaluation, formulating lessons learnt, identification of best practices for scaling-up, knowledge management, reporting, communication with relevant stakeholders, managing project communication, by following donors' and NALAS' standards, etc.
- **Sub-grant management:** managing sub-grants to member LGAs, including development of project idea, full project development, contracting, monitoring of sub-grant implementation, monitoring and evaluation, reporting, promotion of the results, coaching and mentoring.

- **Event organisation:** organise project events, trainings, workshops study-visits and exchanges, across South-East Europe, from content to logistics.
- **Training and facilitation:** facilitate project events and provide association development trainings and Training of Trainers.
- **E-learning:** Develop and coordinate e-learning courses.
- Contribute to NALAS' **programme and project development.**

4. Required skills and experiences

Education: University degree, with preferred specialisation in development, local development, public policy, project management, or other relevant discipline.

Experience:

- At least 10 years of professional experience in project management in international organisation, non-governmental organisation, or public institution.
- A portfolio of at least 5 development projects with different donors. Experience in working with EU and GIZ supported projects is an asset.
- At least 5 years of experience with local government, local development or capacity development.
- At least 5 years in managing grant programmes.
- Excellent understanding of local governments' needs and challenges. Regional experience in South-East Europe is an asset.
- At least 5 years of experience in organising project events, trainings, workshops study-visits and exchanges.
- Great training, presentation, and facilitation skills.
- Understanding of the concept and challenges of e-learning.
- Excellent writing skills, in English language.
- Knowledge of communication for development and knowledge management.

Languages: Professional use of English language is required. Knowledge of regional languages is an asset.

5. Application procedure

Applicants shall submit a CV and Letter of Interest, both in English language, highlighting how the candidate meets the specific position requirements. Applications should be submitted no later than **20 August 2024, 17:00 CEST**, at: info@nalas.eu.

The email must include the subject: Project Officer, and the name of the candidate.

Only shortlisted candidates will be invited for a competency examination and interview/s. Reference and document check will be performed in the later stage of the selection process. Due to the big volume of applications, NALAS is not in a position to provide individual feedback to applicants. NALAS is an equal opportunity employer that embraces diversity.