



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

Call for Applications: Project Officer at NALAS

Position: Project Officer

Location: NALAS offices in Skopje-North Macedonia, Tirana-Albania or Podgorica-Montenegro (subject of mutual agreement with the selected candidate).

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

Type of contract: Full time, employment contract

Duration: 20 months from July 2026, with possibility for extension

Probation period: 6 months

Deadline for Application: 24 June 2026, 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, especially in the areas of social inclusion, citizens participation and gender.

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 and supporting 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 mainly 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. Masters will be considered as an asset.

Experience:

- At least 8 years of professional experience in project management in international organisations or non-governmental organisation.
- Experience in working with at least 3 different donors supported projects.
- At least 6 years of experience with local governments, local development or capacity development.
- At least 3 years in managing grant programmes.
- Excellent understanding of local governments' needs and challenges. Experience in working with at least 3 Local Government Associations in South-East Europe.
- At least 5 years of experience in organising project events, trainings, workshops study-visits and exchanges.
- Great training, presentation, and facilitation skills. Provision of at least 10 capacity development events for local government.
- Understanding of the concept and challenges of e-learning. Development and delivery of at least 2 e-learning courses.
- Knowledge of communication for development and knowledge management.

Languages:

NALAS' official language is English. Professional use of English language is required. Knowledge of languages used in the SEE region is an asset.

Other: Willingness to travel in the SEE region.

5. 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.
- 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.

6. Application procedure

Applicants shall submit a CV and Letter of Interest, both in English language, highlighting how the candidate meets each of the specific position requirements listed in chapter 4. Required skills and experiences.

Applications should be submitted **no later than 24 June 2026, 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.

NALAS reserves the right to cancel the recruitment process, in whole or in part, at any stage and without prior notice to candidates. NALAS shall not be obliged to provide explanations or justification for such cancellation.

Given the potentially large number of applications received, NALAS is not in a position to provide individual feedback to applicants.

NALAS is an equal opportunity employer that embraces diversity.