

Vacant position



BASSE-NORMANDIE MACÉDOINE

The Association of local democracy agencies (ALDA) is looking for a project assistant for the cooperation to improve local governance in Republic of Macedonia.

The Association of local democracy agencies (ALDA) is a non-governmental international organisation supported by the Council of Europe and the European Union. It works in order to promote Human Rights, local economic development and to strengthen local democracy in UE s member countries, from ex-Yugoslavia to Caucasus thanks to a network of 12 Local Democracy Agencies (ADL).

In the frame of the project «Cooperation to improve local governance in Republic of Macedonia» financed by the French Ministry of Foreign Affairs and the Region of Lower Normandy we are looking for a project assistant whose task will be to assist the project manager in the organisation of the project actions and in the coordination of the communication between the stakeholders.

For further information:

<http://alda-europe.eu> end <http://crbn-mk.courriers.info/francais>

Time: 12 months (full-time position)

Net salary: 280 EUROS

Place: Skopje

Activities/responsibilities:

1. Logistic support in organisation of events such as conferences and seminars.
2. Administrative support:
 - a. Translation of documents in French, English and Macedonian;
 - b. Consecutive interpretation during the partners meetings;
 - c. Collaboration to the draft of activities reports;
 - d. Drafting of newsletter for the activities within the project.
3. Every other assignment which can contribute to the right realisation of the activities.

Profile/Abilities:

University degree

Strong motivation

Autonomy, initiative, flexibility

Languages: Macedonian, French, English (fluent)

Experience in the field of civil sector or project management

Knowledge of basic informatics tools: Internet, Word, Excel

Asset: knowledge of Albanian language

All the applicants may send a cover letter and a CV (in French) to Mrs. Ivana Dimitrovska

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ivana.dimitrovska@aldaintranet.org.

Deadline: 20 October 2009. Only the preselected applicants will be invited to interview.