

VACANCY: Project Designer focus Ukraine

Where and when: Kyiv (UA)

Starting in early October 2024.

About

ALDA - The European Association for Local Democracy is dedicated to the promotion of good governance and citizen participation at the local level. ALDA in particular focuses on activities that facilitate cooperation between local authorities and civil society. It was established at the initiative of the Council of Europe's Congress of Local and Regional Authorities to coordinate and support the network of Local Democracy Agencies. ALDA developed into one of the strongest stakeholders in the field of cooperation between local authorities and civil society engaged in the promotion of local democracy and active citizenship. For more information, please see our website: www.alda-europe.eu

Since the Russian full-scale invasion of Ukraine, ALDA focused its activities on international advocacy for Ukraine, implementation of its Flagship Initiative on Ukraine LDAs, as well as has grown its membership base in Ukraine, which now includes 26 members. The general objective of the current vacancy is to provide support for the implementation of ALDA Strategy on Ukraine by raising funds for ALDA, its members' and LDAs' projects.

Terms of reference

ALDA, following the growth of the organisation, is searching for 1 **Project Designer - focus Ukraine** - for its **Programs development and fundraising Department**.

He/she will work under the supervision of the ALDA Representative in Ukraine and in coordination with the Director of Programs and Corporate Strategy of ALDA. The incumbent will work in the Ukraine Task Force of ALDA and liaise with the Programmes & Development Department, by undertaking the main following duties and responsibilities:

- **Project development:** analysis of suitable funds, preparation of the application package, including: partners search, predisposition of the application form and budget, gathering of admin documents related to the proposal and submission to the donor;
- **Fundraising:** research for grant opportunities, periodical checks of calls for proposals and tenders for Ukraine;
- **Support/Technical assistance** to Ukraine members and partners for the development of European and international projects: analysis of the needs, identification of the funding sources, project development, consultancies, etc.
- **Administrative and office tasks:** activities related to the preparation and submission of national, European and international projects.

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Candidate qualifications

Applicants should meet the following requirements:

- University degree in social sciences (European Studies, Political Science, International Relations or similar);
- Solid knowledge of the Ukrainian political system and Ukraine - EU relations;
- Excellent knowledge of English and Ukrainian languages is required; French or Italian would be considered an asset;
- Previous professional experience in project development (at least 2 years);
- Knowledge of European funding (especially Ukraine Facility) and other international donor strategies in Ukraine;
- Previous experiences in the civil society sector;
- Strong research and analysis capacities;
- Excellent writing skills;
- Soft skills, relevant to the position, will also be assessed:
 - Ability to work in a team as well as individually
 - Good interpersonal and communication skills
- High motivation and strong interest in international cooperation;
- Specific skills in one or more of the following areas related to the thematic hubs of ALDA are welcomed: 1) digital and innovation; 2) civic engagement; 3) youth; 4) human rights and gender; 5) migration; 6) environment and climate; 7) territorial and local development.

Terms of contract

The consultancy contract will be issued for a period of 12 months and can be renewed subject to availability of resources and satisfactory performance evaluation at the completion of the first contracted period.

The contract will preferably start in **October 2024**.

Duration: initial contract of 12 months

Location: Kyiv

Starting salary: Salary will be based on the experience and qualifications of the candidate. The proposed salary will follow ALDA's staff regulation, depending on the experience and seniority in similar positions in Kyiv.

Application procedure

Interested applicants should fill in the following [template](#), with a Letter of Intent and Curriculum Vitae (CV) in English.

Please ensure that your Letter of Intent clearly states your interest in the position and highlights your relevant qualifications and experience. Additionally, include details about your proposed starting salary.

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alda



European Association
for Local Democracy

Applications must be received **on or before 1st of October 2024**. Interviews will take place the following days and might be followed by a written test.

Please note that due to the expected high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!

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