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| Project title | Rural tourism – a sure step towards boosting the cross-border cooperation between districts of Soroca (Republic of Moldova) and Yampil (Ukraine, Vinnytsya Oblast) |
| Organisation | Institute for Development and Social Initiatives (IDIS) “Viitorul” |

Job description

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| Job Name | Consultant in Public Administration |
| Job Level | Expertise |
| Main purpose | To maintain contacts with local authorities from Soroca district (Republic of Moldova) and Iampil district (Iampil, Vinnitsa region, Ukraine) To provide support to LPAs during the project lifetime, when necessary; To coordinate the festivals with local authorities. |
| Specific conditions for the job | <ul style="list-style-type: none"> • Activity outside the locality of residence (frequent trips in Soroca, Republic of Moldova and Yampil, Ukraine). Transportation costs will be covered by the project. • Activity in public spaces, with a large and heterogeneous audience. • Part-time employment |
| Studies required for the job | <ul style="list-style-type: none"> - Advanced university degree in political science, public administration and/or other related social sciences; - Master’s degree in public administration, political science or other related area an advantage; - Proven high-level knowledge and experience in providing expert advisory and/or consultancy services in the area of public administration and civil service reform; |
| Training | <ul style="list-style-type: none"> • Experience of delivering training at a variety of levels (at least 2 years); • Experience of participating at the trainings in the field. |
| Computer skills | Strong working knowledge of Microsoft Word, Excel, Power Point Presentation |
| Languages | Fluency in Romanian / Russian. Knowledge of English would be an advantage |
| Working experience | <ul style="list-style-type: none"> - At least ten years experience in the field of public administration; - Extensive hands-on experience of at least 5 years of actual involvement in public administration reform; - Proven experience in elaborating public policies/strategies; - Previous work experience with central government institutions, LPA and CSO is a strong advantage; - Preferably public administration experience in Republic of Moldova and Ukraine. |
| Skills required | <ul style="list-style-type: none"> - Excellent communication and facilitation skills; - Ability to communicate effectively and facilitate discussions; - Proven ability to deliver quality output working under tight deadlines; - Robust analytical skills and writing skills - Strong interpersonal and communication skills - Demonstrated capacity of team-orientation work |
| Specific requirements | - Knowledge of the project implementation area |

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| | <ul style="list-style-type: none"> - Previous experience in collaboration with LPAs - Analytical skills in the tourism and marketing research field |
| Main Responsibilities | <ul style="list-style-type: none"> - Provide consultancy to local public authorities from Soroca (Republic of Moldova) and Yampil (Ukraine, Vinnytsya Oblast) in collaboration with service providers in rural tourism area - Provide support to local public authorities in developing local strategies regarding the development of rural tourism - To maintain contacts with the first and second tier of public administrations from Soroca (Republic of Moldova) and Yampil (Ukraine, Vinnytsya Oblast); - During the implementation of the project, to provide support to public administrations of I and level II from Soroca district and the Iampil district upon their request; - To co-ordinate with partners and local authorities the conduction of festivals to which IDIS will participate; - Perform other duties delegated in accordance with the position. |