

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

Job Name	Project Manager
Job Level	Administrative
Main purpose	To ensure overall management of all activities carried out within the project, envisaged to be implemented along with project partners from Soroca (Republic of Moldova) and Yampil (Ukraine, Vinnytsya Oblast)
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	University postgraduate degree in management, public administration, Economics or related fields
Training	<p>Trainings in the area specific to the job activity – project management, strategic planning</p> <p>Experience with EU procurement procedures and grants, including project selection criteria, monitoring indicators;</p> <p>Attendance of training on Project Management, Implementation, Reporting for Grant Beneficiaries and Partners TC Programme MD-UA; EU financed-projects</p>
Computer skills	<p>Advanced knowledge of office software packages (MS Word, Excel, etc.)</p> <p>Advance internet users</p> <p>Knowledge of project management tools (WBS, CPM, Gantt Chart, SWOT analysis) will constitute an advantage</p>
Languages	<p>Excellent command of Romanian and Russian (writing, speaking, reading)</p> <p>Knowledge of English will constitute an advantage</p>
Working experience	<p>Minimum 15 years of progressively responsible experience in project coordination/ management position;</p> <p>Experience in at least 3 EU funding project;</p> <p>Working knowledge of the Project Cycle Management Methodology;</p> <p>Previous experience in managing and implementing projects;</p>
Skills required	Excellent communication, inter-personal and networking skills;

	<p>Strong writing, analytical thinking, and presentational skills;</p> <p>Strong organizational skills;</p> <p>Cultural, gender, religion, race, nationality and age sensitivity and adaptability;</p> <p>Good team working skills;</p> <p>Good ability to adapt to multicultural environments;</p> <p>Knowledge of the laws and legislation of Moldova.</p>
Specific requirements	<ul style="list-style-type: none"> - Knowledge of the aspects of a program of the EU funding implementation; - Knowledge of working with foreign correspondence and electronic correspondence.
Main Responsibilities	<ul style="list-style-type: none"> - Coordination and monitoring of the project activities; - Developing detailed plan of activities; - Making decisions with financial manager and project coordinator 1 about the funds allocation; - Reporting the contracting authority the way the project goals are achieved ; - Assigning responsibilities to the subordinates and colleagues; - Performs the activities of promoting and disseminating information on the project; - Supervise the competitions for public procurement; - Subcontracting providers that will provide services, such as printing and editing documentary material; - Supervising the activities of the subordinated persons; - Keeping in touch with the media and official communications that will present the progress and status of the project (using the "visual identity of the EU guide").