

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 Coordinator 1
Job Level	Administrative
Main purpose	To ensure smooth coordinator and sound management of all activities carried out within the project, in particular to those envisaged to be implemented along with Soroca District Council.
Specific conditions for the job	<ul style="list-style-type: none"> • Frequent trips to Soroca (Republic of Moldova) and Yampil (Ukraine) • Part-time employment
Studies required for the job	<ul style="list-style-type: none"> • University degree in international relations, marketing, communications, business, Economics, Public Administration or related fields • Master Degree constitutes an advantage
Training	<ul style="list-style-type: none"> • Attending trainings on Project Management and Implementation, in particular to the cross-border trainings • Experience in capacity development (experience related to training skills, competences or abilities providing training, coaching, etc.) • Experience of delivering training at a variety of levels (at least 3 years)
Computer skills	<ul style="list-style-type: none"> • Advanced knowledge of office software packages (MS Word, Excel, etc.) • Advance internet users • Knowledge of project management tools (WBS, CPM, Gantt Chart, SWOT analysis) will constitute an advantage
Languages	Excellent command of English, Romanian and Russian.
Working experience	<ul style="list-style-type: none"> • Minimum 5 years of progressively responsible experience in project coordination and working with local governments • Working knowledge of the Project Cycle Management methodology • Experience in project management, from conception to delivery; • Knowledge file management, transcription, and other administrative procedures; • Experience in planning and schedule management; • Experience of working effectively with a team; • Good communication and diplomatic skills, proven analytical capacity, supervisory skills, flexible and responsive, with a client-oriented approach etc.
Skills required	<ul style="list-style-type: none"> • Excellent communication, inter-personal and networking skills

	<ul style="list-style-type: none"> • Strong writing, analytical thinking, and presentational skills • Strong organizational skills. • Cultural, gender, religion, race, nationality and age sensitivity and adaptability; • Good team working skills • Good ability to adapt to multicultural environments • Ability to work on tight deadlines; • Able to work effectively under pressure; • Evaluation and report writing; • Able to produce quality work with strict deadlines etc.
Specific requirements	<ul style="list-style-type: none"> • Knowledge of the aspects of a program of the EU funding implementation; • Experience with EU procurement procedures and grants, including project selection criteria & monitoring indicators; • Knowledge of working with foreign correspondence and electronic correspondence; • Highest standards of integrity, discretion and loyalty.
Main Responsibilities	<ul style="list-style-type: none"> - Effective and sound management and coordination of the project initiation, planning, implementation, monitoring, evaluation and project closure processes - Development of reports taking into account the program's requirements - Making decisions with project manager and financial manager about the funds allocation; - Reporting to the Managing Authority/ Technical Secretariat (GIZ) the way the project goals are achieved - responsible for coordinating the activities with Soroca District Council and touristic services providers from Soroca. - maintain contacts with local stakeholders - participate at the selection of beneficiaries for strengthening their capacities - give interviews - participate at dissemination of project's results - general organization and implementation of activities - planning, administration and monitoring of procurement of equipment, services; hiring consultants, staff for services, etc. - coordination and direct communication with donor, partners and project beneficiaries - establishing and maintaining professional relationships with the team members, beneficiaries, relevant actors and project partners, according to the project requirements.