

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

### Job description

<b>Job Name</b>	Project coordinator 2
<b>Job Level</b>	Administrative
<b>Main purpose</b>	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 Iampil District State Administration.
<b>Specific conditions for the job</b>	<ul style="list-style-type: none"> <li>• Frequent trips to Soroca (Republic of Moldova) and Yampil (Ukraine)</li> <li>• Part-time employment</li> </ul>
<b>Studies required for the job</b>	<ul style="list-style-type: none"> <li>• University degree in international relations, marketing, communications, business, Economics, Public Administration or related fields</li> <li>• Master Degree constitutes an advantage</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Attending trainings on Project Management and Implementation, in particular to the cross-border trainings</li> <li>• Experience in capacity development (experience related to training skills, competences or abilities providing training, coaching, etc.)</li> <li>• Experience of delivering training at a variety of levels (at least 3 years)</li> </ul>
<b>Computer skills</b>	<ul style="list-style-type: none"> <li>• Advanced knowledge of office software packages (MS Word, Excel, etc.)</li> <li>• Advance internet users</li> <li>• Knowledge of project management tools (WBS, CPM, Gantt Chart, SWOT analysis) will constitute an advantage</li> </ul>
<b>Languages</b>	Excellent command of English, Romanian and Russian.
<b>Working experience</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years of progressively responsible experience in project coordination and working with local governments</li> <li>• Working knowledge of the Project Cycle Management methodology</li> <li>• Experience in project management, from conception to delivery;</li> <li>• Knowledge file management, transcription, and other administrative procedures;</li> <li>• Experience in planning and schedule management;</li> <li>• Experience of working effectively with a team;</li> <li>• Good communication and diplomatic skills, proven analytical capacity, supervisory skills, flexible and responsive, with a client-oriented approach etc.</li> </ul>
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• Excellent communication, inter-personal and networking skills</li> <li>• Strong writing, analytical thinking, and presentational skills</li> <li>• Strong organizational skills.</li> <li>• Cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li> <li>• Good team working skills</li> <li>• Good ability to adapt to multicultural environments</li> <li>• Ability to work on tight deadlines;</li> <li>• Able to work effectively under pressure;</li> </ul>

	<ul style="list-style-type: none"> <li>• Evaluation and report writing;</li> <li>• Able to produce quality work with strict deadlines etc.</li> </ul>
<b>Specific requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge of the aspects of a program of the EU funding implementation;</li> <li>• Experience with EU procurement procedures and grants, including project selection criteria &amp; monitoring indicators;</li> <li>• Knowledge of working with foreign correspondence and electronic correspondence;</li> <li>• Highest standards of integrity, discretion and loyalty.</li> </ul>
<b>Main Responsibilities</b>	<ul style="list-style-type: none"> <li>- responsible for coordinating the activities with Yampil District Council and touristic services providers from Yampil</li> <li>- responsible for sound management of capacity building events</li> <li>- maintain the contact with local stakeholders</li> <li>- participate at the selection of beneficiaries for strengthening their capacities</li> <li>- give interview</li> <li>- participate at dissemination of project's results</li> <li>- develop terms of references for selection of experts and participants at the capacity building activities</li> <li>- general organization and implementation of activities</li> <li>- planning, administration and monitoring of procurement of equipment, services; hiring consultants, staff for services, etc</li> <li>- develop minutes after the selection of participants, trainers</li> <li>- provide translation to from Romanian to English and Russian and viceversa, accordingly</li> <li>- draft minutes (i.e. after events, meetings, after selector of participants, service providers etc.)</li> <li>- Perform other duties delegated in accordance with the position.</li> </ul>