



Programme funded by  
the European Union



<b>Project title</b>	<b>CROSS-BORDER PARTNERSHIP FOR INCLUSIVE CAREER GUIDANCE</b>
<b>Organisation</b>	<b>Keystone Moldova (Keystone Human Services International Moldova Association)</b>

### Job description

<b>Job Name</b>	Training and event organizing expert
<b>Job Level</b>	Execution
<b>Main purpose</b>	Ensures the organization of events, including capacity-building activities.
<b>Specific conditions for the job</b>	Specific experience in the field of at least 2 years.
<b>Studies required for the job</b>	Higher education in the field of humanities, preferably social work, sociology, psychology  A master degree will be an asset
<b>Computer skills</b>	Microsoft Office; use of Word, Excel, Outlook, Power Point, Google docs. Internet search engines
<b>Languages</b>	Romanian and English
<b>Working experience</b>	At least 3 years in the field of training development, organization and monitoring in social protection field  Working experience with persons with disabilities or other marginalized groups
<b>Skills required</b>	Ability for communication and active listening;  Ability to plan and organize;  Ability to coordinate;  Ability to monitor and evaluate ;

	<p>Ability to develop and deliver curriculums and trainings to various auditoriums based on needs in the field of social protection and social assistance;</p> <p>Ability to take rapidly decisions within the stressful situations;</p> <p>Ability to write reports;</p> <p>Open to continuous learning and professional growth.</p>
<b>Responsibilities</b>	<p>Ensures the drawing of the reference terms addressing service providers for the procurement of services of event organizing;</p> <p>Maintains the communication with service providers, ensures the good organization of events and ensures the reception of services provided;</p> <p>Ensures the preparation of materials necessary for event organizing, including putting together of event sign-ups, the communication with the participants, the event evaluation and putting together the information obtained to be used in project reporting;</p> <p>Ensures the communication with the project coordinator, partners and beneficiaries;</p> <p>Ensures support in drawing the progress reports, the intermediary and the final project report;</p> <p>Makes copies to the documents, scan and archives the documents on the server;</p> <p>Ensures support in project auditing and check-ups.</p>