



## TERMS OF REFERENCE

### General context

Keystone Moldova is a non-profit organization working to promote social inclusion of people living in difficult social situations (<http://www.keystonemoldova.md/en/index.php>).

Keystone Moldova is seeking to recruit a Project Coordinator for a part time position under the "Gender Budget Watchdog Network in Western Balkans and Republic of Moldova" Project. The Project is implemented in partnership with Western Balkan countries, with financial support of Austrian Development Agency (ADA) and The Swedish International Development Cooperation Agency (Sida). Project duration: August 2019 – July 2022. The overall aim of the Project is to improve CSO participation in policy and budgeting processes in South Eastern Europe and Republic of Moldova by using gender budget watchdog reporting and networking. The aim shall be achieved through several objectives: (i) strengthening the capacities of CSOs in using gender responsive budgeting tools; (ii) developing a network for effective policy advocacy, knowledge and information sharing and strengthened government accountability; and through (iii) engaging citizens and contributing to policy change leading to gendered reform of public finances.

### Job description

<b>Job Name</b>	Project coordinator
<b>Main purpose</b>	Ensuring project management according to the assumed objectives and results; Ensuring communication with all partners; Reporting to the Lead partner.
<b>Specific working experience</b>	Experience in project management of at least 3 years (coordination of international projects will be an advantage); Experience in facilitating CSOs networking of at least 3 years; Proven work experience in the field of human rights; Advocacy experience of at least 2 years;
<b>Studies required</b>	Higher education in the field of humanities.

<b>Skills required</b>	<p>Ability to coordinate;</p> <p>Ability to plan and organize;</p> <p>Ability to monitor and evaluate ;</p> <p>Ability to ensure efficient management of human resources;</p> <p>Strategic vision and planning;</p> <p>Ability to take rapidly decisions within the stressful situations;</p> <p>Ability to develop reports;</p> <p>Organizational and associative leadership.</p>
<b>Responsibilities</b>	<p>Ensures project management;</p> <p>Ensures the coordination of the technical team, sub-grantees and consultants within the project;</p> <p>Ensures the reaching of objectives, indicators and project results according to the Grant Agreement;</p> <p>Ensures project implementation according to the Project documents;</p> <p>Approves the payments and the procurement on the project;</p> <p>Draws progress reports, intermediary and final technical report;</p> <p>Ensures project promotion according to the program’s Visual Identity Guidelines, and Project documents;</p> <p>Ensures the communication with the Lead partner, co-partners and other relevant stakeholders involved in the implementation process;</p> <p>Manages a small re-granting scheme;</p> <p>Increases gender knowledge and expertise (gender responsive budgeting in particular) through participation in capacity building activities and self-learning;</p> <p>Collects data on gender issues (gender responsive budgeting in particular) and produces thematic reports based on it;</p> <p>Plans and implements communication and advocacy activities through media/social media;</p>
<b>Computer skills</b>	<p>Microsoft Office usage – Word, Excel, PowerPoint, Outlook, Google docs, and Internet search engine and Facebook;</p>
<b>Languages</b>	<p>Romanian and English</p>