



Programme funded by
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Project title	CROSS-BORDER PARTNERSHIP FOR INCLUSIVE CAREER GUIDANCE
Organisation	Keystone Moldova (Keystone Human Services International Moldova Association)

Job description

Job Name	Training and event organizing expert
Job Level	Execution
Main purpose	Ensures the organization of events, including capacity-building activities.
Specific conditions for the job	Specific experience in the field of at least 2 years.
Studies required for the job	Higher education in the field of humanities, preferably social work, sociology, psychology A master degree will be an asset
Computer skills	Microsoft Office; use of Word, Excel, Outlook, Power Point, Google docs. Internet search engines
Languages	Romanian and English
Working experience	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
Skills required	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>
Responsibilities	<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>