

# PROJECT MANAGER



**Teach**  
FOR ROMANIA

[www.teachforromania.ro](http://www.teachforromania.ro)



# About Us

Teach for Romania is a non-governmental organization, that envisions life opportunities through excellent education for every child in Romania, irrespective of his or her social and economic background.

Our mission is to recruit, train and support young professionals who take ownership for transforming the society, through a leadership development program in education.

The staff of Teach for Romania is comprised of high potential professionals, who work relentlessly to transform the society by being an active part of a movement in education.

For more information, visit: [www.teachforromania.org](http://www.teachforromania.org)





# Role context and summary

We are looking for a dedicated, highly committed and motivated Expert in Public Funds Projects, who wants to learn and improve his/her professional carrier in implementing educational projects: you'll be working especially on the activities of a POCU project we are implementing (TFR is one of the 4 partners) and when necessary and if timely available on specific tasks from other projects or prospected projects.

In Development Department, through our activities of fundraising, research and development of resources, design and implementation of projects, we support both staff and teachers who go through the two years of TFR programme and work in challenged schools and communities. Our activities and results support and sustains the activity of the entire organization.

**Role-type:** full time

**Reports to:** Public Funds & Foundations Manager

**Period:** April 2018 – April 2021

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# Responsibilities

- Plans, coordinates and is charged with the implementation and tracking of diverse project activities;
- Works with other departments in order to collect information and data;
- Analyzes data and integrates the data into the project;
- Facilitates the activity of the organization's departments within the project;
- Communicates and works with external partners and representatives of project's consortium;
- Documents the activities of the project - producing and collecting various deliverables;
- Archives the project's documents;
- Is charged with the selection of the beneficiaries of the projects (micro-grants, trainings and others);
- Creates Draws-up technical reports;
- Draws-up financial reports.



# Profile

## **We are looking for someone who is:**

- Details oriented and comfortable to work with numbers;
- An autonomous, proactive worker;
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## **Skills required:**

- Basic project management cycle;
- Strategic thinking;
- Risk management;
- Budget planning;
- Budget tracking (across multiple budget lines, activities ...);
- Knowledge of monthly cash flow;
- English: Medium level & project management technical terms (communication, reports and documents will be in English);



# Profile

## Skills required:

- Excel: medium;
- Communication skills;
- Stakeholder management;
- Analysis and Synthesis of information.

## Job requirements:

- Minimum 2 years of work experience in POSDRU projects implementation.

## It would be a plus if you also had:

- Experience with writing project proposals.



# Benefits

- A chance to do **high-significance work** in education (more access to excellent education for all children);
- The opportunity to **build up your skills** and develop yourself personally and professionally;
- Access to **training and learning opportunities** inside the organization and from our learning partners;
- An **excellent working environment** in a value-based organizational culture;
- Access to a **global community of experienced and talented specialists** and first-hand innovative approaches and models from the Teach for All network.



# Application details

This is a **full time position**, based in **Bucharest**.

The selection process will consist in:

- Screening, based on resume and application form;
- Online Test;
- Phone interview with the HR department;
- Interview with HR and the Public Funds & Foundations Manager;
- Interview with Director of Development;
- Interview with the CEO.

You can apply by following the link [here](#).

We will review the applications on an as we go basis.