

PLACEMENT & INSTITUTIONAL RELATIONSHIPS SPECIALIST

WWW.TEACHFORROMANIA.ORG



WE BUILD MODELS FOR FUTURE.





WHO WE ARE?

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

Our mission is to recruit, train and support professionals who take ownership for transforming the society, through a leadership development program in education. After the 2 year teaching program, Teach For Romania supports its alumni, equipped with the experience, conviction, and insights to be a force for change, working across sectors to expand educational opportunity.

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.



YOUR ROLE

The Partnerships & Institutional Relationships department aims to build communication bridges between Teach for Romania programme and the Romanian educational system. The department works to facilitate the access in the national educational system, as a teacher, for the participants in our programme.

Within the department we initiate, develop and maintain partnerships with the certified institutions involved in the placement process in the Romanian education system, such as: The Ministry of Education, inspectorates, schools or other governmental institutions.

This role will be reporting to the Public Sector Partnerships Director and will be collaborating across the organization in order to achieve the pursued impact and results.

Role-type: We are open to accommodate the norm both full-time and part-time, depending on the candidate's availability. The role can work remotely and will travel occasionally to Bucharest and/or local communities.



RESPONSIBILITIES

- ✓ **Facilitate the integration of participants into the educational system:**
 - ✓ Search for available teacher's positions vacancies;
 - ✓ Identify the viable vacancies options in the Romanian educational system, in collaboration with the participants, based on the existing legal context and the preferences of the participants in the program;
 - ✓ Providing support in drafting the necessary paperwork and in preparing for the public meeting in which the vacant spots are allotted .
- ✓ Take the necessary steps to ensure the **continuity of program participants** in the same schools;
- ✓ **Develop and maintain the relationships** at institutional level (directors, inspectors, mayors, other institutions), through visits in communities, meetings and the prevention and management of possible conflicts;
- ✓ Develop relations with **other government institutions** and with other NGOs;
- ✓ Participate and contribute to **organizing the events** related to the area;
- ✓ **Analyse and process data**, for reporting purposes.



PROFILE

We are looking for someone with:

- ✓ Relationship skills;
- ✓ Conflict management skills;
- ✓ Strong communication skills;
- ✓ Organizational skills;
- ✓ Capacity for autonomy;
- ✓ Strong critical & creative thinking;
- ✓ Good Strategic thinking;
- ✓ Good Time management skills;
- ✓ Process management skills.

Who knows:

- ✓ The educational system and the Methodology of teachers' mobility;
- ✓ English: B1 level and above;
- ✓ PC skills: MS Office (Word, Excel, PowerPoint, Outlook).



PROFILE

We are looking for someone

Who:

- ✓ Is connected to education and social domains, willing to work for systemic impact and innovation;
- ✓ Is deeply committed to Teach for Romania's vision and fit with Teach for Romania's culture and values;
- ✓ Operates with urgency and sense of possibility to achieve ambitious goals.
- ✓ Is tolerant, responsible;
- ✓ Is a person with integrity and a lot of patience;
- ✓ Conducts the relationships with diplomacy

Requirements for this role:

- ✓ Bachelor or Masters degree in relevant fields;
- ✓ Minimum 2 years of experience in a role working in direct contact with public institutions;
- ✓ Knowledge of the educational system;
- ✓ Driver's license: B category;



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

The selection process will consist in:

- Screening, based on resume and motivation letter;
- Online test;
- Interview with the HR department and PIR;
- Interview with the CPO.

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

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