

Project Manager

for Public Funds & Foundations

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.

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

We are looking for a dedicated, committed and **professional Project Manager**, who wants join Teach for Romania's efforts of providing life options through education for every child in Romania. In the Public Funds & Foundations team, through strategically developed and funded projects, we aim to push forward Teach for Romania's ability to tackle the issues we are addressing in education. Our role is to find pathways that tie funding opportunities to our organization's strategy, then write and implement projects in the previously identified areas of intervention.

The Project Manager will be initially **focused on managing the implementation of 2 specific projects**, but will later join the efforts of writing new projects, as well.

Role-type: full time;

Reports to: Organizational Development Director;

Team: Public Funds & Foundations;

Period: until October 2023, with the possibility of extension.



RESPONSIBILITIES

- ✓ Acts as main responsible and driver for the successful completion of the project;
- ✓ Plans, coordinates and acts as main responsible for the implementation of project activities;
- ✓ Implements other activities related to the project and not covered by technical experts, as needed;
- ✓ Coordinates the project team or works with other departments (depending on the project);
- ✓ Communicates and works with external partners and representatives of project's consortium;
- ✓ Oversees the documentation of the completion of deliverables;
- ✓ Shares responsibility with the Finance partner on effective budget execution;
- ✓ Works with the Finance partner on budget tracking;
- ✓ Acts as main responsible for technical reporting;
- ✓ Works with the Finance partner on financial reporting;
- ✓ Works on new projects proposals.



PROFILE

We are looking for someone with:

- Excellent project management skills;
- Good organizational skills;
- Good problem solving skills;
- Risk management skills;
- Budget planning & tracking skills;
- English skills : B1 or above;
- Excel knowledge : Intermediate;
- Communication skills;
- Stakeholder management skills.

Who is:

- Comfortable to work with numbers;
- Autonomous;
- Results oriented.

Experience requirements:

- Minimum 2 years of work experience in EU/EEA & Norway Grants funded projects implementation;
- Minimum 3 years of work experience in Project Management.

It would be a plus if you also had:

- Experience with writing project proposals.
- Experience in the educational field.



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 temporary role, until October 2023, with the possibility of continuity.

The selection process will consist in:

- Screening, according to the application form/CV;
- Technical online test;
- Interview with the ODD;
- Final interview with the CEO.

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

Please submit your application by the 6th of January.