



Helvetas is a development organisation anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner.

As per November 2018, we are looking for a result-oriented and innovative

## INTERNATIONAL TEAM LEADER (F/M), 100%

BASED IN CHIȘINĂU, MOLDOVA

The Swiss Agency for Development and Cooperation (SDC) has tendered the Creating Job Opportunities through Improved Market Systems (IMS) project in Moldova (Preparatory Phase and Phase 1, 2018-2022). The project follows a Market Systems Development (MSD) approach to support private sector development and growth in selected sectors. The overall goal of the project is that “better functioning market systems in selected sectors and localities increase the quantity and quality of jobs and provide net additional income to women and men, significantly benefiting excluded groups (rural youth, returning migrants, ethnic minorities).” The Preparatory Phase starts in November 2018.

The recruitment is subject to SDCs approval of the Helvetas bid.

### MAIN TASKS

**Preparatory Phase:** Your main responsibility is to conduct necessary design work for Phase I as per SDC ToR (e.g. collecting information, test and select local partners, writing the Project Document), set-up the project in cooperation with Helvetas head office and partners and ensure a proper transition from the current implementer to Helvetas.

**Main phase:** You lead the overall management of the project through high quality project implementation, including administrative and financial supervision and coordination with partners and stakeholders. You provide high quality strategic steering and technical support and coordination through trainings/workshops and continuous informal coaching and advice. You also ensure the development and strengthening of the monitoring and results measurement (MRM) system as well as knowledge management for steering, accountability and learning. Your tasks in administrative and financial supervision guarantee that the project complies with organisational administrative requirements and procedures, including financial risk management and monitoring, time registration, reporting and controlling needs, preparation of financial statements with partners and other relevant conditions for a successful project implementation. You assure cooperation and coordination with other projects supported by Switzerland within the Employment and Economic Development domain as well as other projects funded by other donors in the area of private sector and vocational skills development. You foster a MSD approach of the programme.

### YOUR QUALIFICATIONS

- Academic degree (Master or equivalent) in economics, development studies or related social science
- Strong expertise and at least 5 years of experience in managing and coordinating interventions of comparable size and scope in private sector development, and/or job creation. Experience in managing and coordinating complex interventions, in enabling programmes to realise a facilitation

rather than an implementation role, and in establishing effective coordination/collaboration with other programs

- Proven ability to identify and facilitate systemic changes and learn from other successful projects. Relevant higher education and professional training for the position.
- Strong knowledge and experience in the application of an MSD approach and related methods such as the DCED Standards for results measurement.
- Professional experience in transition countries, preferably in Southeast Europe
- Experience in the inclusion of groups at risk of social exclusion in projects, in particular youth and women.
- Proven track record in cooperating with a large number of stakeholders and in strengthening/building the capacity of key partners.
- Strong managerial skills, including result-oriented management, strategic planning, human resources management, and financial management skills. Strong experience in steering and mentoring, capacity to anticipate issues and identify forward-looking solutions. Strong interpersonal, intercultural and communication skills.
- Experience in the Commonwealth of Independent States (CIS) region and/or economies in transition is preferable
- Excellent English language capacities, language skills in Romanian and Russian desirable

## WE OFFER YOU

An international contract of 2 years (extension possible), attractive working conditions in small and dynamic teams.

We look forward to receiving your complete application in English including motivation letter, CV, work certificates and diplomas by June 18, 2018. Please send your electronic application to [applications@helvetas.org](mailto:applications@helvetas.org). Visit our website [www.helvetas.org](http://www.helvetas.org).