

Higher Education Evidence Based Policy Making

SELECTION CALL FOR APPLICATIONS 02.08.2012

Selection call for applications

1. Institution: The Executive Agency for Higher Education, Research, Development and Innovation Funding (UEFISCDI)

2. Project: Higher Education Evidence Based Policy Making: a necessary premise for progress in Romania, code: 34912

3. Domain: Management coordinator (implementation, finances, reporting)

4. Level: collaboration

5. Objective: Coordinating the implementation and reporting progress, ensuring financial and human resources management

6. Activities in which the expert will be involved:

Activity 1.3 Project management, supervising all project activities, externalized ones included

7. Responsibilities of the experts:

- Technical assistance in the financial management of the project and managing expenses in accordance with the budget: MONTHLY;
- Technical assistance in human resources management; MONTHLY (if applicable);
- Elaboration of the activity progress reports: QUARTERLY;
- Elaboration of the periodical technical-financial reports requested by AMPODCA: BY REQUEST;
- Coordinating the reimbursement documentation: IN ACCORDANCE WITH THE INITIAL PLANNING;
- Participating in the project audit: AT PROJECT COMPLETION;
- Verification of the financial and management documentation: MONTHLY;
- Elaboration of notifications and explanatory notes for addendums to the financial contract: whenever necessary;

- Elaboration of progress and risk analyses for the project manager: quarterly or whenever necessary;
- Assistance in managing the human resources (paperwork, deadlines monitoring, elaborating terms of reference, etc.): whenever necessary;
- Responding to requests from the project manager in maximum 24 hours from receiving them.

8. Specific requirements (qualifications and expertise):

- university degree;
- experience in the field of public policies at national and international level;
- work experience: minimum 5 years;
- work experience in a similar position: minimum 3 years;
- computer skills - Windows, Microsoft Office, graphic editing programs;
- English.

9. Knowledge and specific skills:

- efficiency in time management;
- professional approach and confidentiality concerning the project objectives;
- experience in European projects;

10. Activity timeframe:

The activity is scheduled to take place between 20 August 2012 - 17 February 2013.

11. Applications:

The applications will be submitted via e-mail at secretariat-podca@uefiscdi.ro or at the postal address 3, Calea Plevnei St., Bucharest, no later than 13 August 2012, containing:

- letter of intent;
- CV (Europass);
- Copies of diplomas and other relevant documents.