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Call for proposals
Guidelines for grant applicants – SOFT projects

ANNEX E

Project title	Educational University Romanian-Ukrainian Cross-Border Cooperation - UNIV.E.R-U
Organisation	University “Stefan cel Mare” Suceava

Job description

Job Name	Expert on educational and methodical work
Job Level	executive
Main purpose	Work on the educational mechanisms, tools, training materials, curricula, etc.
Specific conditions for the job	The Expert on educational and methodical work must know: - know the structure of the university, the main processes that take place at the University - Work rules
Studies required for the job	higher education
Training	none
Computer skills	Regular PC user (MS Office)
Languages	English - high level Romanian (for the lead beneficiary)/Ukrainian (for the beneficiary 1)
Working experience	experience in educational methodical work or in the department of educational and methodical work; experience in teaching/lecturing – at least two lectures/trainings provided;
Skills required	Excellent communication skills, both orally and in writing Excellent interpersonal skills Good IT skills Presentation skills Analysis and synthesis Initiative



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	Ability to prioritise and plan effectively
Specific requirements	Knowledge of curriculum structure
Responsibilities	<p>The main responsibilities</p> <ol style="list-style-type: none"> 1. work on the creation of Best Practices brochure; 2. Coordination of the joint transfer, development and adaptation of new curriculum of ONPU on the specialty of public administration, 3. Providing communication with other possible stakeholders partners of the project, 4. Collecting and preparing the information for the newsletters and the website section about the educational opportunities; 5. Preparation of the training materials for the summer/winter school; 6. Delivery of the trainings in the summer/winter school; 7. Involvement of the work on the road map for the cooperation and assistance in the university strategy update; 8. work on the structure of the contact center database and a draft plan of educational activities; 9. assistance in organizing the cross-border conference and the two schools; 10. Other responsibilities established as case may be.

Acknowledged,
Name / surname

Approved,
Name / surname / function

Signature,

Signature,

Date,

Date,

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