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Call for proposals
Guidelines for grant applicants – SOFT projects

ANNEX E

Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education (PrePOD)
Organisation	“Stefan cel Mare” University of Suceava

Job description

Job Name	Activity Manager
Job Level	Managerial
Main purpose	Management of project activities; Coordinator of the implementation team;
Specific conditions for the job	Expertise in Psychology and Educational Sciences; Experience in project management and supervision of data collection and analysis within the project.
Studies required for the job	PhD in medical related field, including Psychology
Training	Postdoctoral training in a biology related field
Computer skills	Strong working knowledge of Microsoft Office and computer operating skills and programs necessary for data collection and statistical analysis.
Languages	Fluent in written and verbal English
Working experience	Minimum 5 years experience in a medical related field. Experience with working in a minim of 1 project financed by national or international grants; Experience as researcher coordinator and educational expert.
Skills required	Managerial skills and demonstrated academics skills specific for the project; ability to work in teams, excellent written and verbal communication skills.
Specific requirements	PhD in medical sciences; ability to write scientific papers; PC operating skills and specific knowledge on software for data management and analysis; ability to work with community and school-participating individuals.
Responsibilities	Supervision of data collection within the project;



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	<p>Monitoring data entry and statistical analysis; Presentation of research results at national and international scientific events; Agreeing project objectives; Providing advice on the management of projects; Organizing the various professional people working on the project; Carrying out risk assessment; Making sure that all the aims of the project are met; Coordinates and collaborates with team members to achieve the objectives set out in the project; Applies methods of organization and management specific to project management in order to carry out the activities foreseen within the project; Coordinates from an administrative and scientific point of view the project and monitors the progress of the proposed activities as well as the fulfillment of the planned indicators.</p>
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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education
Organisation	Ștefan cel Mare University of Suceava

Job description

Job Name	Administrative assistant
Job Level	Administration
Main purpose	To provide an efficient managerial support service to the project manager and project team and to produce high quality reports and documentation, in a timely manner.
Specific conditions for the job	Experience in managerial support.
Studies required for the job	Bachelor degree from an accredited institution in an appropriate specialization.
Training	Experience in educational teaching
Computer skills	Experience operating a personal computer and proficient with Microsoft Office (Word, Excel, and Outlook) applications
Languages	Fluent English, spoken and written is essential
Working experience	Minimum 5 years in administrative field
Skills required	<ul style="list-style-type: none"> • Able to demonstrate proficiency in the responsibilities of the role • Professional, confident, courteous and helpful manner • Punctual and reliable • Ability to manage and prioritise tasks and time efficiently
Specific requirements	<ul style="list-style-type: none"> • Good knowledge and experience in making organizing travel arrangements • Professional and pleasant personality with good written and verbal communication and interpersonal skills • High degree of responsibility, discretion and confidentiality • Proactive, take initiative and well organized



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	<ul style="list-style-type: none">• Able to work fast under pressure• Mature, with an attention to detail and highly resourceful• Ability to multi-task and work independently as well as in a team.
Responsibilities	<ul style="list-style-type: none">• Provide full secretarial and administrative support to the project team and department to ensure the smooth running of the department operations• Take minutes of meetings and maintain records for the operations and project team• Develop and maintain document control processes for efficient management• Maintain a proper and user friendly filing and document control system for recording and tracking of all documents for the project team and department• Support the officers and project team in daily administrative roles and assist to keep stock of stationary supplies for the department• Perform data-entry, recording, printing and filing duties• Coordinate travel arrangements

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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education (PrePOD)
Organisation	“Stefan cel Mare” University of Suceava

Job description

Job Name	Financial manager
Job Level	Executive subordinate to the project manager
Main purpose	Financial Accounting Specialist Organising and attending financial and accounting activities regarding the incomes and expenditures related to the project for Partner 1 USV; communication with the project manager responsible Partner 1 USV regarding the financial aspects of the project implementation; correlation of the financial aspects of the project implementation with the general financial-accounting activity of the Stefan cel Mare University; specific financial reporting of the project.
Specific conditions for the job	Knowledge of tax laws and national and european project implementation guidelines. Minimum 10 years professional experience in finance field; financial implementation of a minimum 1 project financed by national or international grants
Studies required for the job	Degree studies in financial-accounting
Training	Training in economic field and/or financial-accounting, general management and/or project management.
Computer skills	Computer operating skills, statistics and accountig programs necessary for carrying out the project
Languages	English at medium level
Working experience	Minimum 10 years of work experince; Experience in managing / implementing / managing research / development / innovation projects: minimum 2 projects
Skills required	PC operating knowledge; knowledge of financial-accounting low rules;



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	Team work ability; Good capacity in achieving specialty financial-accounting activities, Knowledge of the economic field, experience in financial reporting for external auditors.
Specific requirements	Team work ability; Maximum attention and intellectual effort of high intensity; Coordinating specific activities of evidence and financial-accounting reporting in the cross-border projects.
Responsibilities	<ul style="list-style-type: none"> - Supports project manager in financial management: verification of financial-accounting reports, verification and follow-up of the annual budget of the research / development / innovation project, analysis of economic and financial indicators; - Permanently updates with new legislative elements in the financial-accounting field, applicable to cross-border projects, national and european; - In case of unexpected fiscal situations, announces in due time the leaders of the coordinating organization and with the project manager responsible will seek the most effective and best solution to resolve the matter; - Collaborates with members of the implementation team to achieve the objectives of the research / development / innovation project. - Participate with the project manager and certain members of the implementation team to perform the specific financial management of the research / development / innovation project: - Participation in the elaboration of the documents necessary for the development of the project; - Participate in interim and final technical report activities; - Verifies / approves the documents regarding the implementation of the research / development / innovation project activities (where requested);

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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education (PrePOD)
Organisation	“Stefan cel Mare” University of Suceava

Job description

Job Name	Project Manager
Job Level	Managerial
Main purpose	Project Director, Coordinator of the project team; Coordinates all management and implementation activities; oversees legality and financial reports
Specific conditions for the job	Expert in Nutrition, Obesity and Diabetes; Minimum 10 years professional experience. Coordinated a minimum of 1 national or international project.
Studies required for the job	PhD in Nutrition, Physiology, Medicine or related disciplines
Training	
Computer skills	Computer operating skills and programs necessary for carrying out the project
Languages	Fluent in English
Working experience	Minimum 10 years professional experience in nutrition, medicine or related biological sciences; proven working experience as project coordinator; minimum 1 project financed by national or international grants.
Skills required	Demonstrated managerial and planning skills specific for the project; ability to coordinate and work in teams; demonstrated expertise in nutrition, obesity or other metabolic diseases; expertise in running clinical trials; process improvement; inventory control;
Specific requirements	Knowledge of project objectives; ability to manage professional personnel, ability to conduct risk assessment; excellent written and verbal communication skills; solid organizational skills and ability to multi-task.



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Responsibilities	Coordinate internal resources for flawless execution of project; ensure tasks are delivered on-time, within scope and within budget; ensure meeting project scope and objectives; ensure technical feasibilities; ensure resource availability and allocation; develop a detailed plan to monitor and track progress; manage changes to the project scope, schedule and costs; measure project performance, manage the relationships with all stakeholders; perform risk management to minimize risks; delegate project tasks to the team members as appropriate; meet budgetary objectives.
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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education (PrePOD)
Organisation	“Stefan cel Mare” University of Suceava

Job description

Job Name	Research Assistant
Job Level	Executive
Main purpose	To assist in health related clinical study
Specific conditions for the job	Expertise in health-related data collection, patient interaction and use of medical equipment and instrumentation.
Studies required for the job	Doctorand or PhD in medical or biology-related discipline
Training	Experience in educational teaching
Computer skills	Strong Microsoft office skills and data analyses software.
Languages	English at medium level
Working experience	A minimum of 1 year professional experience in teaching or research in medical-related field.
Skills required	Excellent written and verbal communication Proficient in medical related vocabulary Ability to work with community and school-age individuals Knowledge of nutrition and/or physical activities to improve health Proficient in clinical technical skills Critical thinking Experience in interviewing



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Specific requirements	PhD-in training or PhD degree in a medical related field; ability to conduct surveys and interviews; ability to work in teams; ability to use medical equipment; ability to conduct informational and educational workshops.
Responsibilities	<ul style="list-style-type: none">-Execute day-to-day operations with regard to specific actions within the project activities;- Collaborates with other team members in all project activities;- Will participate in data collections, patients interviews and medical staff surveys'-Will develop educational material and run worksops- Will be involved in patient data collection, management, archiving and analysis;- Will supervise students participating in the project;- Will ensure optimal planning and execution of tasks and deliverables as per project time line;- will organize meeting events and workshops as per project objectives;- Will implement cross-border project activities.

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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education (PrePOD)
Organisation	“Stefan cel Mare” University of Suceava

Job description

Job Name	Research Associate
Job Level	Executive
Main purpose	Bioinformatics, management and data analysis
Specific conditions for the job	Expertise in bioinformatics, statistics and data analysis and management; technical competences for use of medical equipments; experience in medical education and communication;
Studies required for the job	PhD in medical or biology-related discipline
Training	Psycho-pedagogical training course level I and II
Computer skills	Computer operating skills, statistics and data analysis knowledge necessary for carrying out the project: Microsoft Office, MATLAB, SPSS, C++, FOX Pro.
Languages	English at medium level
Working experience	A minimum of 1 year professional experience on 1 project financed by national or international grants.
Skills required	Ability to apply science and engineering knowledge to find solutions to medical problems. Ability to use and optimize the use of biomedical technology. The ability to design and coordinate biomedical studies as well as the ability to analyze and interpret the data obtained. Ability to design components, processes or systems that respond to existing needs tailored to economic, political, social, ethical, health and safety, sustainability, or environmental constraints;



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Specific requirements	PhD in medical or related technical sciences; ability to write scientific papers; PC operating skills and specific knowledge on software for data management and analysis; team work ability; biology and bioinformatics skills; experience in laboratory techniques; technical competences for use of medical equipments,
Responsibilities	<ul style="list-style-type: none">-Organize and coordinate day-to-day operations with regard to specific actions within the group of activities;- Collaborates with the persons involved in the project to prepare the interim and final reports;- Will be in charge of medical equipment and data analysis and preparation of educational and informational material;- Will be involved in patient data collection, management, archiving and analysis;- Will supervise students participating in the project;- Will ensure optimal planning and execution of tasks and deliverables as per project time line;- will organize meeting events and workshops as per project objectives;- Will coordinate cross-border project activities.

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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education (PrePOD)
Organisation	Vasyl Stefanyk Precarpathian National University

Job description

Job Name	Research Associate
Job Level	Executive
Main purpose	Management and data analysis, lecturing
Specific conditions for the job	Statistics and data analysis and management of Medical information; technical competences for use of medical equipment; experience in medical education and communication;
Studies required for the job	D. Sc., Ph.D. in medical or biology-related discipline
Training	Medical /Biological and Pedagogical training courses
Computer skills	Computer operating skills, statistics and data analysis knowledge necessary for carrying out the project: Microsoft Office, MATLAB, FOX Pro.
Languages	English at medium level
Working experience	A minimum of 5 years of professional experience on 1 project financed by national or international grants
Skills required	Ability to apply science and engineering knowledge to find solutions to medical problems; Ability to use and optimize the use of biomedical technology; The ability to design and coordinate biomedical studies as well as the ability to analyze and interpret the data obtained; Ability to design components, processes or systems that respond to existing needs tailored to economic, political, social, ethical, health and safety, sustainability, or environmental constraints
Specific requirements	D. Sc., Ph.D. in medical/biological or related technical sciences; ability to write scientific papers; PC operating skills and specific knowledge on



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	software for data management and analysis; team work ability; biology and/or medical skills; experience in laboratory techniques; technical competences for use of medical equipments
Responsibilities	<ul style="list-style-type: none">-Organize and coordinate day-to-day operations with regard to specific actions within the group of activities;- Collaborates with the persons involved in the project to prepare the interim and final reports;- Will be in charge of medical equipment and data analysis and preparation of educational and informational material;- Will be involved in patient data collection, management, archiving and analysis;- Will supervise students participating in the project;- Will ensure optimal planning and execution of tasks and deliverables as per project time line;- will organize meeting events and workshops as per project objectives;- Will coordinate cross-border project activities

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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education (PrePOD)
Organisation	Vasyl Stefanyk Precarpathian National University

Job description

Job Name	Activity Manager
Job Level	Managerial
Main purpose	Management of project activities; Coordinator of the implementation team
Specific conditions for the job	Expertise in Biochemistry and Educational Sciences; Experience in project management and supervision of data collection and analysis within the project.
Studies required for the job	PhD in biological related field, including molecular biology
Training	Postdoctoral training in a biology related field
Computer skills	Strong working knowledge of Microsoft Office and computer operating skills and programs necessary for data collection and statistical analysis.
Languages	Fluent in written and verbal English
Working experience	Minimum 5 years experience in a biological related field. Experience with working in a minim of 1 project financed by national or international grants; Experience as researcher coordinator and educational expert.
Skills required	Managerial skills and demonstrated academics skills specific for the project; ability to work in teams, excellent written and verbal communication skills
Specific requirements	PhD in biological sciences; ability to write scientific papers; PC operating skills and specific knowledge on software for data management and analysis; ability to work with community and school-participating individuals
Responsibilities	Supervision of data collection within the project;



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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education
Organisation	Vasyl Stefanyk Precarpathian National University

Job description

Job Name	Administrative assistant
Job Level	Administration
Main purpose	To provide an efficient managerial support service to the project manager and project team and to produce high quality reports and documentation in a timely manner
Specific conditions for the job	Experience in managerial support.
Studies required for the job	Bachelor degree from an accredited institution in an appropriate specialization.
Training	Experience in educational teaching and science assistance
Computer skills	Experience operating a personal computer and proficient with Microsoft Office (Word, Excel, and Outlook) applications
Languages	Fluent English, spoken and written is essential
Working experience	Minimum 5 years in administrative field
Skills required	<ul style="list-style-type: none"> • Able to demonstrate proficiency in the responsibilities of the role • Professional, confident, courteous and helpful manner • Punctual and reliable • Ability to manage and prioritise tasks and time efficiently
Specific requirements	<ul style="list-style-type: none"> • Good knowledge and experience in making organizing travel arrangements • Professional and pleasant personality with good written and verbal communication and interpersonal skills • High degree of responsibility, discretion and confidentiality • Proactive, take initiative and well organized



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	<ul style="list-style-type: none">• Able to work fast under pressure• Mature, with an attention to detail and highly resourceful• Ability to multi-task and work independently as well as in a team.
Responsibilities	<ul style="list-style-type: none">• Provide full secretarial and admin support to the project team and department to ensure the smooth running of the department operations• Take minutes of meeting and maintain records for the operations and project team• Develop and maintain document control processes for efficient management• Maintain a proper and user friendly filing and document control system for recording and tracking of all documents for the project team and department• Support the officers and project team in daily admin roles and assist to keep stock of stationary supplies for the department• Perform data-entry, recording, printing and filing duties• Coordinate travel arrangements

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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education (PrePOD)
Organisation	Vasyl Stefanyk Precarpathian National University

Job description

Job Name	Financial manager
Job Level	Executive subordinate to the project manager
Main purpose	Financial Accounting Specialist Organising and attending financial and accounting activities regarding the incomes and expenditures related to the project Lead Beneficiary; communication with the project manager responsible Lead Beneficiary regarding the financial aspects of the project implementation; correlation of the financial aspects of the project implementation with the general financial-accounting activity of the Vasyl Stefanyk Precarpathian National University; specific financial reporting of the project
Specific conditions for the job	Knowledge of tax laws and national and european project implementation guidelines. Minimum 10 years professional experience in finance field; financial implementation of a minimum 1 project financed by national or international grants
Studies required for the job	Degree studies in financial-accounting
Training	Training in economic field and/or financial-accounting, general management and/or project management.
Computer skills	Computer operating skills, statistics and accountig programs necessary for carrying out the project
Languages	English at medium level
Working experience	Minimum 10 years of work experince; Experience in managing / implementing / managing research / development / innovation projects: minimum 2 projects
Skills required	PC operating knowledge; knowledge of financial-accounting low rules;



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	Team work ability; Good capacity in achieving specialty financial-accounting activities, Knowledge of the economic field, experience in financial reporting for external auditors.
Specific requirements	Team work ability; Maximum attention and intellectual effort of high intensity; Coordinating specific activities of evidence and financial-accounting reporting in the cross-border projects
Responsibilities	<ul style="list-style-type: none">- Supports project manager in financial management: verification of financial-accounting reports, verification and follow-up of the annual budget of the research / development / innovation project, analysis of economic and financial indicators;- Permanently updates with new legislative elements in the financial-accounting field, applicable to cross-border projects, national and european;- In case of unexpected fiscal situations, announces in due time the leaders of the coordinating organization and with the project manager responsible will seek the most effective and best solution to resolve the matter;- Collaborates with members of the implementation team to achieve the objectives of the research / development / innovation project.- Participate with the project manager and certain members of the implementation team to perform the specific financial management of the research / development / innovation project:- Participation in the elaboration of the documents necessary for the development of the project;- Participate in interim and final technical report activities;- Verifies / approves the documents regarding the implementation of the research / development / innovation project activities (where requested)

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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education (PrePOD)
Organisation	Vasyl Stefanyk Precarpathian National University

Job description

Job Name	Project Manager
Job Level	Managerial
Main purpose	Project Director, Coordinator of the project team; Coordinates all management and implementation activities; oversees legality and financial reports
Specific conditions for the job	Expert in Animal Stress responses, Metabolism regulation, Nutrition, Obesity and Diabetes; Minimum 10 years professional experience. Coordinated a minimum of 5 national or international projects
Studies required for the job	D. Sc., PhD in Biochemistry, Physiology, Medicine or related disciplines
Training	Basic education in Biology or Medicine with postgraduate training in home and foreign/international universities
Computer skills	Computer operating skills and programs necessary for carrying out the project
Languages	Fluent in English
Working experience	Minimum 10 years professional experience in biochemistry, medicine or related biological sciences; proven working experience as project coordinator; minimum 5 projects financed by national or international grants
Skills required	Demonstrated managerial and planning skills specific for the project; ability to coordinate and work in teams; demonstrated expertise in nutrition, obesity or other metabolic diseases; expertise in public lecturing; process improvement; inventory control
Specific requirements	Knowledge of project objectives; ability to manage professional personnel; ability to conduct risk assessment; excellent written and verbal communication skills; solid organizational skills and ability to multi-task



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Responsibilities	Coordinate internal resources for flawless execution of project; ensure tasks are delivered on-time, within scope and within budget; ensure meeting project scope and objectives; ensure technical feasibilities; ensure resource availability and allocation; develop a detailed plan to monitor and track progress; manage changes to the project scope, schedule and costs; measure project performance, manage the relationships with all stakeholders; perform risk management to minimize risks; delegate project tasks to the team members as appropriate; meet budgetary objectives
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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education (PrePOD)
Organisation	Vasyl Stefanyk Precarpathian National University

Job description

Job Name	Research Assistant # 1
Job Level	Executive
Main purpose	To assist in health related study and lecturing
Specific conditions for the job	Expertise in health-related data collection, patient interaction and use of medical/biological equipment and instrumentation
Studies required for the job	PhD in medical or biology-related discipline
Training	Experience in educational teaching
Computer skills	Strong Microsoft office skills and data analyses software.
Languages	Fluent English
Working experience	A minimum of 1 year professional experience in teaching or research in medical-related field.
Skills required	Excellent written and verbal communication Proficient in medical/biological related vocabulary Ability to work with community and school-age individuals Knowledge of nutrition and/or physical activities to improve health Proficient in clinical technical skills Critical thinking Experience in interviewing
Specific requirements	PhD degree in a medical/biological related field; ability to conduct surveys and interviews; ability to work in teams; ability to use medical/biological equipment; ability to conduct informational and



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	educational workshops.
Responsibilities	<ul style="list-style-type: none">-Execute day-to-day operations with regard to specific actions within the project activities;- Collaborates with other team members in all project activities;- Will participate in data collections, patients interviews and medical staff surveys;-Will develop educational material and run workshops;- Will be involved in patient data collection, management, archiving and analysis;- Will supervise students participating in the project;- Will ensure optimal planning and execution of tasks and deliverables as per project time line;- will organize meeting events and workshops as per project objectives;- Will implement cross-border project activities

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Project title	Personalized prevention tools in obesity and diabetes - a joint Romanian-Ukrainian programme of health education (PrePOD)
Organisation	Vasyl Stefanyk Precarpathian National University

Job description

Job Name	Research Assistant #2
Job Level	Executive
Main purpose	To assist in health related study and lecturing
Specific conditions for the job	Expertise in health-related data collection, patient interaction and use of medical/biological equipment and instrumentation
Studies required for the job	PhD in medical or biology-related discipline
Training	Experience in educational teaching
Computer skills	Strong Microsoft office skills and data analyses software.
Languages	Fluent English
Working experience	A minimum of 1 year professional experience in teaching or research in medical-related field.
Skills required	Excellent written and verbal communication Proficient in medical/biological related vocabulary Ability to work with community and school-age individuals Knowledge of nutrition and/or physical activities to improve health Proficient in clinical technical skills Critical thinking Experience in interviewing
Specific requirements	PhD degree in a medical/biological related field; ability to conduct surveys and interviews; ability to work in teams; ability to use medical/biological equipment; ability to conduct informational and



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	educational workshops.
Responsibilities	<ul style="list-style-type: none">-Execute day-to-day operations with regard to specific actions within the project activities;- Collaborates with other team members in all project activities;- Will participate in data collections, patients interviews and medical staff surveys;-Will develop educational material and run workshops;- Will be involved in patient data collection, management, archiving and analysis;- Will supervise students participating in the project;- Will ensure optimal planning and execution of tasks and deliverables as per project time line;- will organize meeting events and workshops as per project objectives;- Will implement cross-border project activities

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