



Programme funded by
the European Union



Romania-Ukraine
ENI-CROSS BORDER COOPERATION

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	Experience in project management, data collection and analysis within the project.
Studies required for the job	Bachelor or other advanced degree in education, management, health or interdisciplinary field
Training	General training in project development, planning and management
Computer skills	Strong working knowledge of Microsoft Office and computer operating skills and programs necessary for data collection
Languages	Fluent in written and verbal English
Working experience	Experience in national or international relations; personnel support and administration
Skills required	Excellent organizational skills; ability to work in teams, excellent written and communication skills.
Specific requirements	Bachelor in interdisciplinary field; strong communication skills; PC operating skills and specific knowledge on software for data management and analysis; ability to work with community and various stakeholders.
Responsibilities	Supervision of data collection within the project; Monitoring data entry and statistical analysis; Presentation of research results at national and international scientific events; Agreeing project objectives;



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	<p>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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Acknowledged,
Name / surname

Signature,

Date,

Approved,
Name / surname / function

Signature,

Date,