



Programme funded by
the European Union



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	Contact center staff
Job Level	executive
Main purpose	To work in the contact center
Specific conditions for the job	- laws and regulations that relate to international cooperation, including cross-border - Work rules
Studies required for the job	a bachelor’s degree in economics, social sciences, law or similar or at least student in the graduating year in the mentioned fields
Training	Communication training
Computer skills	Regular PC user (MS Office)
Languages	English - good level Romanian (for the lead beneficiary)/Ukrainian (for the beneficiary 1)
Working experience	experience of at least 1 year work/volunteering in activities with the young people/students
Skills required	Good communication skills, both orally and in writing Good interpersonal skills Medium IT skills Organization skills
Specific requirements	Knowledge of the JOP RO-UA 2014-2020 programme area
Responsibilities	The main responsibilities: 1. Daily work in the center; 2. Work on the information database of the center; 3. delivery of information and assistance to the target groups and



Programme funded by the European Union



Call for proposals
Guidelines for grant applicants – SOFT projects

ANNEX E

	<p>final beneficiaries</p> <ol style="list-style-type: none"> 4. assistance in organizing the project events/schools; 5. assistance in organizing the center activities; 6. Dissemination of the newsletters and the website updates about the educational and cross-border opportunities, conferences, mobilities, researches; 7. Preparation of the training files for the summer/winter school; 8. contribute to the structure of the contact center database and a draft plan of activities; 9. Other responsibilities established as case may be.
--	--

Acknowledged,
Name / surname

Approved,
Name / surname / function

Signature,

Signature,

Date,

Date,