



**Terre des hommes**  
Helping children worldwide.

## Educational Specialist

Terre des hommes is looking for a proactive, energetic and organised Educational specialist, to join its team in Bucharest, Romania, to support in the implementation of MISTO project.

- Start date** as soon as possible  
**Contract** One-year, local, part-time Employment Contract (20 hours/week), renewable.  
**Salary** RON 1700 net  
**Location** Bucharest, with travels

Deadline for the application: **7<sup>th</sup> of July 2019**

### WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection and health projects, we provide assistance to over three million children and their families in almost forty countries each year. In Europe, Tdh intervenes directly or indirectly in many countries, relying on teams based in Budapest, Albania, Greece, Kosovo, Romania, Moldova and Ukraine.

In Romania, Terre des hommes (Tdh Ro) has been active since 1992. For the past few years, the delegation has been working on three main intervention areas: (1) Strengthening child protection and juvenile justice systems, (2) Protection of children affected by migration/trafficking, and (3) Social inclusion of minorities. Every year thousands of children and their families benefit from projects implemented either at a national or regional level.



### ROLE DESCRIPTION

Under the supervision of the project manager, he/she will work together with project partners from Romania, France, Spain and Hungary to achieve the project goals.

#### MISTO project

Under MISTO project, a transnational cooperation mechanism will be created to support education professionals and institutions in cities of origin and destination of Roma families on the move to ensure non-disruptive education for Roma children. Education professionals will be provided with concrete tools and methods for ensuring non-discriminatory quality education to these children through a comprehensive training programme, stimulating mutual learning and cooperation through a transnational community of practice. Prejudice-related difficulties in ensuring nondiscriminatory education for Roma children on the move will be tackled in through a child-led campaign.

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## MAIN RESPONSIBILITIES

- Collaborate and gather institutional feedback from state institutions for the elaboration of the transnational mechanism and identify solutions and actions aimed at simplifying administrative procedures for cooperation between schools.
  - Conducts desk research (documenting and analyzing legislation, strategies, programs, reports; Analyzes documents and data collected in the field and provided by partners)
  - Drafting reports based on data collected by partners (interviews, focus groups, etc).
  - Drafts a manual for transnational institutional cooperation based on research conclusions and recommendations
- Delivers trainings and webinars to educational professionals, in English and Romanian
- Attend the transnational meeting in Spain

## YOUR PROFILE

- University degree from an accredited educational institution in a relevant field;
- At least 3 years of experience in research on social topics.
- Deep knowledge of Romanian educational system and institutions / proven experience
- Advanced quantitative and qualitative analysis skills
- Excellent writing skills and ability to learn, apply and comply with donor and reporting requirements;
- Previous experience in writing research reports, combining various research instruments.
- Previous experience in delivering trainings
- Excellent oral and written skills in English and Romanian language;
- Strong team spirit;
- Ability to multi-task, handle pressure and work with limited supervision;
- Prior experience in NGO work, especially with disadvantaged groups

## TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation in English to

[vacancy@tdh.ro](mailto:vacancy@tdh.ro)

Please include "Educational Specialist", your name and surname" in the subject line of the application email.

### Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

*Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.*

### GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

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