



AMNESTY INTERNATIONAL MOLDOVA IS EMPLOYING COORDINATOR FOR STRATEGIC LITIGATION

Basic responsibilities:

- Coordinate all activities under the framework of the project;
- Ensure that all project objectives are met through effective planning and coordination of project activities;
- Develop programs and budgets ensuring high-quality implementation;
- Ensure planning, developing and concluding of contracts; manage activities thoroughly in order to ensure efficient project implementation;
- Manage and monitor all project activities, and produce narrative and financial reports for donors according to requirements and deadlines set;
- Maintain appropriate communication with strategic project partners and other organizations involved;
- Facilitate professional partnerships with local partners when promoting the project; organize and participate in monitoring and evaluating activities;
- Lead project promotion in the media and among national local partners;
- Coordinate activities for project's beneficiaries, including trainings, conferences, round tables and other events;
- Ensure good and professional communication between program experts and beneficiaries;
- Use good judgment and work to solve problems as they arise.

Requirements:

- Experience in managing and prioritizing multiple tasks, projects and deadlines.
- Professionalism, teamwork and excellent verbal and written communication skills.
- Analytical and creative reasoning skills.
- Sense of strategic vision.
- Detail-orientation.
- Demonstrated initiative and independence.
- Research and investigative skills.
- Ability to motivate and direct oneself.
- Exceptional interpersonal communication skills.
- Ability to remain calm under stressful situations.
- Independent decision-making and problem-solving skills.
- Ability to comply with organization's policies and procedures.
- Fluency in written and spoken Romanian; knowledge of Russian and English is a must.
- Ability to work under pressure and strict deadlines.

Education: Degree in Law, post-graduate degree in law will constitute an advantage

Work Experience: At least four years of professional experience in non-governmental organizations with special focus on Human Rights.

Selected candidates only will be invited for an interview.

To participate in the selection one shall send a complete application till 6 December 2010, 17.00 (Chişinău local time), to the following e-mail address: director@amnesty.md with note 'Coordinator for Strategic Litigation'. A complete application shall contain:

1. Curriculum Vitae (1-2 pages)
2. Letter of intent in Romanian or English (0.5-1 page)
3. Name, position, and contacts of two persons who may provide reference

Priority will be given to male applicants.