

Terms of reference for hiring
Program Coordinator
at East Europe Foundation Moldova

Duration of contract: October 2026 – December 2029

Start date of employment: 01 October 2026 (tentatively)

Supervisor: President

Background

East Europe Foundation is a non-profit, non-political organization established as a foundation, in accordance with the Law on Non-commercial Organizations of the Republic of Moldova. EEF started its operations on June 1, 2010. The mission of the East Europe Foundation is to improve the livelihoods of vulnerable women and men and foster participation, decent work, environmental security, equality and non-discrimination, economic prosperity for rural population, unemployed, informal workers, persons with disabilities, Roma and other vulnerable groups.

The **Program Coordinator** will be employed within the project “Strengthening Social Cohesion through Civil Society and Mass-Media in Moldova (COSMA)”, funded by the Swiss Agency for Development and Cooperation. The project is implemented by BBC Media Action in partnership with East Europe Foundation and Soros Foundation Moldova.

Within the project, EEF will work with CSOs and CSOs networks, leading on citizen engagement and grassroots mobilization, participatory dialogue, community advocacy efforts and community level social cohesion work.

The Program Coordinator will manage the following type of activities:

- Supporting CSOs and CSO networks at local, regional and national levels.
- Facilitating the establishment of Inclusive Community Groups at the hyperlocal level, starting in the North and Gagauzia.
- Managing sub-grants for community mobilisation in selected regions, aimed at enabling citizens, including vulnerable groups, to jointly identify concerns, engage in policy dialogue, social accountability and other solidarity initiatives.
- Establishment of Community Dialogue and Engagement Platforms in selected regions. These platforms will bring together CSO representatives, local journalists and representatives from the inclusive community groups to channel local priorities and communities’ needs into district-level dialogue.
- Overseeing the delivery of mentorship, training and coaching on community engagement and needs-based advocacy.

Depending on the general workload of EEF staff and diversification of its program portfolio, tasks related to other EEF programs and projects could be assigned to the incumbent.

Duties and responsibilities:

- Manage day-to-day programmatic and operational activities of the project, ensure close coordination of project activities with all stakeholders, including with the lead partner;
- Coordinate project activities of/with the project partners;
- Liaise and maintain close coordination with all stakeholders including national and local public authorities, NGOs and initiative groups;

- Draft annual work plans on the implementation of the project;
- Perform pre-award due diligence, site visits and post-award monitoring of grantees with Grants Manager, according to EEF policies and procedures;
- Organize and coordinate Expert Panels and/or Advisory Board meetings related to grants awards;
- Prepare Acceptance Memoranda on the sub-grants proposals to be funded by EEF;
- Monitor the activity of grantees and provide guidance during the implementation of their initiatives;
- Review narrative reports submitted by grantees;
- Compile internal reports on the implementation of the project and draft reports to the lead partner;
- Elaborate terms of reference for project procurements;
- Participate in press conferences, trainings, workshops, round table discussions and other outreach activities;
- Follow the EEF policies and procedures and donor requirements in the implementation of all activities;
- Perform other duties that are essential for the quality implementation of activities.

Skills and qualifications:

- Bachelor's degree in social sciences, human rights, law, economics or another relevant field;
- At least three years of experience with project management.
- Experience with sub-grants management;
- Proven reporting writing skills;
- Ability to undertake regular field visits to rural communities;
- Advocacy and monitoring experience and skills;
- Skills in partnership development and management;
- Ability to work in a team environment with self-sufficiency and self-motivation;
- Fluency in oral and written Romanian, Russian and English;
- Proven commitment to the core human rights principle of equality and non-discrimination.

Application procedure:

Interested candidates must submit the following documents:

1. Motivation letter;
2. CV, including details of two reference persons.

The application package shall be submitted via email to: concurs@eef.md with the text „Program Coordinator” in the subject line, by **September 28, 2026**.

For additional information about East Europe Foundation please visit the following web site: www.eef.md.

Only selected candidates will be contacted. Incomplete applications will not be considered.

EEF provides equal employment opportunity to all employees and applicants regardless of race, colour, national, ethnic and social origin, social status, citizenship, language, religion or beliefs, age, sex, gender identity or expression, marital status, sexual orientation, sex characteristics, disability, state of health, HIV status, opinion, political affiliation, residence, wealth, birth or any other ground.