

Terms of reference for hiring
Project Associate
at East Europe Foundation Moldova

Duration of contract: November 2026 – April 2028

Start date of employment: 01 November 2026 (tentatively)

Supervisor: Director of the Social Entrepreneurship Program or 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 **Project Associate** will be employed within the project “**Strategic Cross - Border Development of the Social Economy in Romania - Moldova**”, funded under Interreg NEXT Romania - Republic of Moldova programme approved by the European Commission. The project is implemented by ADV Romania in partnership with East Europe Foundation and the Association Euroregion Siret-Prut-Nistru.

The project aims to strengthen the cross-border social economy ecosystem in the RO-MD border region by 2030, by developing joint strategic and operational frameworks, enhancing cooperation between public authorities, Social Enterprises, and CSOs, and improving stakeholders’ capacities. The objective is to foster sustainable cross-border collaboration, as evidenced by joint strategies, action plans, and increased participation in social economy development initiatives.

Specific activities of the project are the following:

- Mapping the social economy ecosystem in the cross-border region.
- Development of an action plan for creating a favourable ecosystem for the social economy in the cross-border region by 2030.
- Strategic development of the social economy sector in the cross-border region. Cross-Border Social Economy Resource HUB supporting capacity building and cooperation.
- Promotion and dissemination of the project and its results at national and European levels.

The **Project Associate** will be responsible for the day-to-day implementation of EEF activities under the project, coordination of operational tasks, will support engagement with participants, stakeholders and project partners, following activity schedules, preparing implementation documentation, collecting and organising evidence required to demonstrate the achievement of project activities and outputs.

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;

- Liaise and maintain close coordination with all stakeholders including national and local public authorities, social enterprises and civil society organizations;
- Participate in press conferences, trainings, workshops, round table discussions and other outreach activities;
- Draft annual work plans on the implementation of the project;
- Organize project-related research, training courses, seminars, workshops and other EEF activities.
- In consultation with EEF program and financial staff, develop draft terms of references and other procurements documents for all projects' activities.
- Compile internal reports on the implementation of the project and draft reports to the lead partner;
- 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.
- Proven reporting writing skills;
- 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 „Project Associate” in the subject line, by **October 2, 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, nationality, ethnic origin, language, religion or belief, marital status, pregnancy, sex, age, disability, opinion, political view or any other status.