

Centre for Sustainable Peace and Democratic Development – SeeD



PROJECT COORDINATOR AND RESEARCHER FOR MOLDOVA POSITION DESCRIPTION AND TERMS OF REFERENCE

Position title:	Project Coordinator and Researcher
Duty station:	Chişinău or remote work from within Moldova
Remuneration:	1,500 – 2,000 EUR Gross Salary per month; depending on qualifications and experience.
Contract duration:	Full-time employment renewed annually, with a probation period of 6 months.
Start date:	February 2024, desired starting date
Deadline for applications:	January 15, 2025, 18:00 CET

General background:

The Centre for Sustainable Peace and Democratic Development (SeeD) is a research organisation that works with international development organisations, governments and civil society leaders to design and implement people-centered and evidence-based strategies for promoting peaceful, inclusive and resilient societies. Working in Europe, the Middle East, Africa and Asia, SeeD provides policy recommendations for social transformation, rooted in citizen engagement strategies and an empirical understanding of the behaviours of individuals, groups and communities. More information about the organisation and its activities can be found at: www.seedsofpeace.eu.

Over the past few years, SeeD has successfully implemented multiple projects in the Eastern European region. In Moldova, this has included partnerships with UNDP, WFP, USAID and other key peace and development actors, aimed at enhancing the overall social cohesion in the country. SeeD's portfolio in Moldova draws on the 2017 and 2022 iterations of the Social Cohesion and Reconciliation (SCORE) Index, a flagship research and assessment tool that informs the policies and programming of national, and international stakeholders.

The Project Coordinator and Researcher will lead the organisation's activities in Moldova and will serve as the main focal point in the country. More specifically, the Project Coordinator and Researcher. Responsibilities will include organising a series of community consultation meetings across Moldova. He/she will also be responsible for engaging local, regional and national stakeholders, promoting and enhancing the visibility of SeeD's activities, and running STMM- and SCORE related research activities. The Project Coordinator and Researcher should have a thorough understanding of research driven projects and processes that relate to social cohesion, peacebuilding and development. SeeD will provide ongoing training and support to the selected candidate, to ensure gradual and timely growth.

Duties and Responsibilities:

- Develop a strong understanding and knowledge of the SeeD methodology and its research processes, including the findings and datasets in Moldova and in the wider region;
- Contribute substantially and meaningfully to SeeD's mission of improving evidence-based program and policy efforts towards greater social cohesion, peacebuilding, and resilience;

- Contribute to the design of methods, tools and research processes for understanding social dynamics, peacebuilding processes, and development issues in conflict-affected countries of the region;
- Coordinate and undertake tasks to ensure smooth and successful implementation of projects and project activities in collaboration with regional and team members;
- Organise events, meetings and consultations with key political and societal stakeholders.
- Contribute to other project-related efforts, including procurement, recruitment and training, as well as monitoring of deliverables, reporting, etc.;
- Engage with partners and stakeholders in Moldova to encourage uptake of our methods and ensure impact of our work, and more generally to achieve the Eastern Europe teams goals;
- Support translation of some materials from English into Romanian and/or Russian;
- Other relevant programmatic and operational functions.

Knowledge, Skills and Experience:

Essential

- A post-graduate degree in political science, international relations, development studies, law or economics. Graduates of other relevant fields are also encouraged to apply;
- Minimum 3 years of demonstrable experience in project management, including project design and planning, activity implementation, monitoring, report writing, etc.;
- Experience of organising and facilitating workshops, panels and similar events;
- Excellent written and verbal communication skills in English (IELTS 7.0 or equivalent), Romanian (advanced/fluent), and Russian;
- Solid understanding of and interest in the socio-political context of Moldova;
- Strong organisational and management skills, including attention to detail, analytical, prioritisation and problem-solving, as well as strong communication and collaborative decision-making skills;
- Advanced knowledge of common software programs, especially Microsoft Excel;
- Ability to travel across Moldova for work, including (potentially) the left bank of the Nistru.

Desirable

- At least 3 years of experience working in an international environment, including donor-funded projects.
- Experience in communicating research products to different audiences (e.g. workshops, panels, public events).
- Skills, training and experience related to financial and strategic planning.
- Good sense of humour and enthusiasm for SeeD's work.

Application Process:

1. Interested applicants should submit the following to recruitment@seedsofpeace.eu by January 15, 2025, 18:00 CET
 - (a) Full CV including contact details and two references,
 - (b) A cover letter which clearly states (i) how you envision your role at SeeD, (ii) how your previous experience and skills are relevant for this position, (iii) your available start date,
 - (c) Examples of programs, projects, research processes, or events implemented by the applicant.

Please indicate the full vacancy name in the subject line.

2. Upon evaluation of CVs and responses, short-listed candidates will be invited for an interview and maybe also be asked to prepare a presentation or other materials as part of the evaluation.

We thank all candidates for their interest, but only those selected for interviews will be contacted.