

VACANCY ANNOUNCEMENT

PROJECT TITLE:	SKILL-UP MOLDOVA
POSITION:	PRIVATE SECTOR COORDINATOR
STARTING DATE:	Tentatively August/September¹
CONTRACT PERIOD:	12 Months with the possibility of extension (max. 36 months)
TYPE OF EMPLOYMENT:	Full-time position
LOCATION:	Chisinau, Moldova

The Austrian Development Agency (ADA) is recruiting Private Sector Coordinator (full time, f/m) for the project Skill-up Moldova.

1. Background and Introduction

Austria has a long-standing partnership with the Government of Moldova, which has been a priority partner country since 2004. ADA, Austria's federal agency for development cooperation and humanitarian aid, supports its partner countries in implementing programmes and projects and achieving the Sustainable Development Goals (SDGs). ADA's focus in Moldova lies on projects with focus on equal opportunities in labor market inclusion.

ADA has been delegated by the European Union (EU) to implement a project with a volume of EUR 2.5 Mio. focusing on skills development (Skill-up Moldova). The overall objective of the action is to strengthen the Moldovan VET system as a driver of EU-aligned reforms, equipping the workforce with the skills needed.

Within this Action, the following Outcomes are foreseen:

Outcome 1: Enhanced design of upskilling and reskilling programmes in selected priority sectors and strengthened recognition and Validation of Non-Formal and Informal Learning and prior acquired skills (VNIL/VNFIL/RVPL), contributing to better alignment between skills and labour market demand.

Outcome 2: The policy framework for VET teacher management and continuous professional development (CPD) is strengthened, and VET and LLL teachers/training providers are empowered to deliver industry-relevant upskilling and reskilling programmes in priority sectors, including gender-responsive approaches for increased participation of women and other underrepresented adult learners.

Outcome 3: Strengthened operational capacity of Centres of Excellence to function as sectoral innovation hubs, structured facilitators of employer-skills dialogue, and coordinated providers of pedagogical and technical support to affiliated VET institutions.

The project will be completed over a period of **36 months**. To support the ADA Office for Technical Cooperation in Chisinau in ensuring the successful implementation of this project, ADA is recruiting an

¹ This vacancy is announced in anticipation of signing of the Multi Partner Contribution Agreement.

experienced Private Sector Coordinator for a maximum of 36 months starting tentatively in **August/September 2026**. The position will be based in Chisinau.

Further background information and documents regarding Austria's engagement in Moldova are available on our homepage: <https://www.entwicklung.at/en/>.

2. Detailed Terms of Reference

Under the direct supervision of the Team Leader (TL) of the Project Management Team (PMT), the Private Sector Coordinator will be responsible for coordinating and implementing activities under the relevant project sub-components. The coordinator will provide technical and administrative support for the implementation of all project activities, particularly those related to private sector engagement, and will proactively assist ADA in all VET implementation matters. The Private Sector Coordinator will liaise closely with contractors, project partners, and other relevant stakeholders, and will facilitate effective coordination and communication between ADA, CPVA, the EU, relevant local, central, and regional authorities, as well as other project stakeholders. The position is based at the Project Management Office in Chisinau and requires regular business travel within Moldova.

Specific duties and Responsibilities

Private Sector - VET Programme Implementation and Support

- Propose and carry out necessary actions to achieve the expected results defined in the Description of Action (DoA) by providing methodologies and approaches for specific tasks to warrant a timely and high-quality implementation of the project in accordance with the MPCA and ADA Project Implementation Directive (PID).
- Establish and maintain effective working relationships with identified private sector entities, business associations, chambers of commerce, sectoral organizations, and individual enterprises.
- Promote active participation of private sector stakeholders in VET-related initiatives, including curriculum development, work-based learning, internships, apprenticeships, and skills forecasting activities.
- Facilitate dialogue and cooperation between VET institutions and private sector partners to ensure alignment of training programs with labor market needs.
- Identify potential areas for new partnerships and private sector contributions to project objectives.
- Support development of cooperation agreements or partnership frameworks between project stakeholders and private sector actors.
- Based on the need assessment findings, develop the detailed intervention logic and Annual Work Plans including inputs to the Visibility and Communication plan.
- Draft the Terms of References and take a lead role in tendering and contracting services, supplies and works related/complementary to technical assistance for sub-component
- Ensure reports quality received from contractors and reports acceptance procedure.
- Facilitate the cooperation with the Ministry of Economy and Digitalization and the project
- Monitor together with the PMT the budget implementation, budget revisions, allocation and disbursement of funds to subcontractors, for the sub-component and maintain contact with the contractors.
- Collect and systematize data on private sector participation, results, and impact indicators.

- Support monitoring and evaluation processes, including field visits and stakeholder consultations.
- Document best practices, lessons learned, and success stories related to private sector cooperation.
- Ensure proper archiving of documentation and evidence required for audits and reporting.
- Coordinate project evaluations and reviews (internal/external).
- Support PMT in overall risks management, risk identification and mitigation including the implementation of the environmental, social standards and gender safeguards.
- Provide requested input and support to the procurement of works, supplies and services (including external experts) in close cooperation with other internal stakeholders.
- Proactively facilitate all aspects of project implementation while ensuring adherence to deadline and contributing positively to teamwork.

Coordination and representation

- Represent ADA in meetings as necessary and assigned by the TL.
- Self-coordination of responsibilities, tasks deadlines and teamwork.

Reporting

- Provide timely input and comprehensive reporting of the project according to the EU and ADA requirements as set out in the MPCA and PID (reporting on log frame, SDG and GAP III indicators).
- Provide substantial input to the Annual Report, monitoring and ad-hoc reports and respond to any special reporting requirements of the EU, ADA, relevant ministries and stakeholders.
- Contribute to regular progress reports (monthly, quarterly, annual) by providing updates on private sector and VET-related activities.

Visibility

- Support the communication and visibility activities.

3. Requirements and Qualifications**Education and Professional Experience**

- A university degree (minimum BS) in Business, Economy, or other relevant disciplines and a postgraduate is an asset.
- At least 7 years working experience in the field of Private Sector Development.
- Demonstrated knowledge of business trends at international and local levels.
- Experience and/or knowledge in methodologies of linking VET institutions with private sector.
- Experience and/or knowledge required in promoting and strengthening employability opportunities for young people.
- Relevant professional experience and/or expertise in developing, coordinating, or supporting measures that improve young people's access to employment, including skills development, work-based learning, career guidance, or private sector engagement.
- Experience in implementation of EU funded projects.

Skills and Competencies

- English and Romanian (fluent, both oral and written), Russian is an asset.
- Excellent report writing skills.
- Experience with results-based management, monitoring and reporting.
- Work experience in contract management and budget oversight.
- Proven skills in facilitating consultations, workshops and in making public presentations.
- Demonstrated gender, diversity and environmental competence.
- Understanding of international development cooperation principles and quality standards.
- Ability to work in a multinational and multicultural environment and effectively coordinate a multi-disciplinary team of experts and consultants.
- Flexibility to adjust working hours to actual workload as required.
- Capacity to work under pressure and availability to travel inside the country and abroad.
- Work experience with public tender procedures
- Valid driving license and driving experience.

Technical Proficiency

- Good command of regular Microsoft Office suite (Word, Excel, Power Point, Outlook, SharePoint, Office 365, Project, Teams and “online documents” etc.).

4. How to apply

Please submit your application to **chisinau.application@ada.gv.at** by **27 August 2026 at 24:00 hrs. EET (12:00 p.m. Moldova time)**, indicating the position name “**Private Sector Coordinator**” in the subject line. Applications must include the following documents:

- Letter of motivation in English, including salary expectations and highlight your relevant experience for the assignment.
- Curriculum vitae in English.
- Names, contact details and working relationship of three professional references (at least one referee should have been your direct supervisor).
- Copies of academic certificates and testimonials.

This project position is subject to the pending signature of the Contribution Agreement between the EU and ADA. ADA retains the discretion to re-advertise the vacancy, to cancel the recruitment, or to offer an appointment with a modified job description or for a different duration.

Women are especially encouraged to apply. ADA supports gender equality on all levels and attaches great value to a gender balance in senior positions. In case of equal qualification for the position and at the absence of other outweighing factors, preference will be given to the female candidate. We also welcome applications of people with a migrant background and/or of people with disabilities.

All applications will be treated with the strictest confidence and no application fees or information with respect to bank account details are required by ADA for our recruitment process. Please note that in the event of an invitation for an in-person interview, ADA is unable to reimburse costs incurred. Candidates

must expect that references from previous employers will be requested by ADA. Only those candidates who are selected to participate in the subsequent stages of recruitment will be contacted.

Note: These Terms of Reference are intended to provide an overview of the position and the key responsibilities. They may be subject to revisions and refinements based on project needs, ADA regulations, and EU guidelines.

Delayed and incomplete applications will not be accepted.