

## VACANCY ANNOUNCEMENT

<b>PROJECT TITLE:</b>	<b>SKILL-UP MOLDOVA</b>
<b>POSITION:</b>	<b>TEAM LEADER</b>
<b>STARTING DATE:</b>	<b>Tentatively May/June 2026<sup>1</sup></b>
<b>CONTRACT PERIOD:</b>	<b>12 Months with the possibility of extension (max. 39 months)</b>
<b>TYPE OF EMPLOYMENT:</b>	<b>Full-time position</b>
<b>LOCATION:</b>	<b>Chisinau, Moldova</b>

The Austrian Development Agency (ADA) is recruiting a Team Leader (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 implemented 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

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<sup>1</sup> This vacancy is announced in anticipation of signing of the Multi Partner Contribution Agreement.

experienced Team Leader for a maximum of **39 months** (including closing period) starting tentatively in **May/June 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

### Role Summary

The Team Leader (TL) with proven experience in EU-funded project management. Special knowledge and experience in international cooperation, education, and a human rights-based approach are considered assets. As the primary person responsible for the Skill-up Moldova project throughout all phases, the TL will oversee both strategic and operational aspects. Key responsibilities include representing and promoting the project, leading and coordinating all activities, and ensuring effective planning and monitoring. The TL will operate under the guidance of the Head of the ADA Office for Technical Cooperation in Chisinau, who holds overall responsibility for all disciplinary, organizational, and contractual matters of this employment, and will collaborate closely with the Programme Manager at the ADA Head Office in Vienna. S/he will supervise the project team, ensure quality assurance, and deliver timely internal and external narrative and financial reports, including the final project report. Coordination and cooperation with local and regional authorities and institutions, as well as with non-governmental partners, is a core task of the assignment. This position is based in Chisinau, with frequent trips to Moldovan provinces and occasional travel abroad.

### Specific Duties and Responsibilities

#### Project Management and Leadership

- Overall results-oriented technical and financial management of the project in line with EU and ADA regulations.
- Provide overall leadership, guidance, and technical expertise to the project management team in line with the project's objectives and work plan.
- Regularly monitor and analyze the project environment and adjust implementation as needed.
- Lead and supervise the project management team (4 national staff).
- In line with ADA rules and procedures, select national and international short- and long-term experts, and provide overall coordination and monitoring of their performance.

#### Compliance and Procurement

- Ensure compliance of procurement and grant award procedures with EU and ADA regulations.
- Contract and support external audits and evaluations in line with ADA rules and procedures.

#### Stakeholder Liaison and Representation

- Serve as the project's key liaison with government counterparts, the EU Delegation, project stakeholders, beneficiaries, other donors, and the public to develop professional relationships.
- Ensure high EU and ADA visibility in line with the project's communication and visibility plan.

#### Quality Assurance and Risk Management

- Provide quality assurance of project interventions and outputs.

- Regularly monitor potential risks and develop and implement risk mitigation measures.
- Ensure compliance with ADA's Environmental, Gender, and Social Impact Management (EGSIM) Manual.

#### **Monitoring and Reporting**

- Coordinate monitoring activities, including backstopping missions from ADA HQ, and oversee analysis and aggregation of collected data.
- Prepare regular project reports and coordinate the reporting process with the ADA team in the Chisinau Office and ADA HQ.

#### **Other Duties**

- Carry out any other duties as required by the supervisor.

### **3. Requirements and Qualifications**

#### **Education and Professional Experience**

- University degree in Economics, Business, Public Administration, Education, or another related field. A postgraduate degree (Master's level or higher) is an asset.
- Minimum of 7 years' experience in managing international development programmes and projects of similar scope and nature with at least 3 years of experience in the VET sector. Successful experience with EU- or ADA-funded projects in Eastern Europe is considered an asset.
- Proven experience with results-based project management and project cycle management, including monitoring and evaluation.
- Solid understanding of donor procedures and rules applicable to funding from large institutional donors, particularly European Union external actions.
- Experience in the EU approximation process, especially under Chapter 26, is a strong asset.
- Demonstrated knowledge of the VET sector is an advantage.
- Knowledge of international development cooperation principles and quality standards, including gender, diversity, inclusiveness, and environmental considerations.
- Experience in managing contract implementation and budget oversight.

#### **Skills and Competencies**

- Excellent written and oral communication, reporting, and representation skills in English; knowledge of Romanian and Russian is essential.
- Ability to effectively manage and coordinate a multidisciplinary team of staff, experts, and consultants.
- Strong interpersonal, social, and communication skills.
- Adherence to the highest standards of ethics.
- Self-motivation and a proactive working style.
- Ability to work in multinational and multicultural environments.



- Capacity to build and maintain productive relationships with diverse stakeholders.
- Demonstrated gender, diversity and environmental competence; ability to integrate a gender perspective into tasks and activities.
- Valid driving license (category B) is an asset.

#### **Technical Proficiency**

- Full proficiency in Microsoft Office 365 applications.

#### **Mobility**

- Ability and willingness to travel within Moldova and occasionally abroad.

#### **4. How to apply**

Please submit your application to [chisinau.application@ada.gv.at](mailto:chisinau.application@ada.gv.at) by **6 June 2026 at 24:00 hrs. EET (12:00 p.m. Moldova time)**, indicating the position name **“Team Leader”** in the subject line. Applications must include the following documents:

- Letter of motivation in English, including salary expectations and highlighting 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, cancel the recruitment, or offer an appointment with a modified job description or for a different duration.

Women are strongly encouraged to apply. ADA supports gender equality at all levels and attaches great importance to achieving gender balance in senior positions. In cases of equal qualification and absent other outweighing factors, preference will be given to female candidates. Applications from persons with a migrant background and/or persons with disabilities are also welcome.

All applications will be treated with the strictest confidence. No application fees or bank account details are required by ADA during the recruitment process. Please note that ADA is unable to reimburse costs incurred for in-person interviews. Candidates should expect that references from previous employers will be requested. Only shortlisted candidates will be contacted for subsequent stages of the recruitment process.

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