



The Swiss NGO HEKS/EPER (<http://www.heks.ch/en/>) supports long-term development and humanitarian programmes and projects in Eastern Europe, Africa, Latin America and Asia. For more than 25 years HEKS/EPER is active in Romania with a variety of projects, currently in the field of Roma inclusion.

Recently HEKS/EPER has established the foundation HEKS Romania with an office in Cluj-Napoca in order to develop further its portfolio of projects. To support our growth ambitions, as of 1 March 2016 or agreed upon HEKS/EPER is looking for a dynamic and energetic

Director (100%)

Your tasks

- Establish and develop HEKS Romania in cooperation with HEKS/EPER Switzerland
- Plan, coordinate and steer the project portfolio with Romanian partner organisations, main focus on social inclusion projects
- Acquire new projects financed by institutional donors (e.g. EU, Swiss Development Cooperation)
- Monitor, evaluate and control the project/programme implementation
- Plan and supervise finances and budgets
- Represent HEKS Romania on national and international level: Participation in networks and platforms; liaise with donors, governmental bodies, civil society organisations and churches

Your profile

- Relevant university degree on master level
- Minimum 3–5 years work experience on senior management level in design, management and implementation of international financed social and development projects. Previous working experience with marginalized communities is an added value.
- Track record in project acquisition
- Excellent analytical and conceptual skills
- Excellent English language skills, orally and in writing. Hungarian language skills are an asset.
- Team leadership and management skills
- Excellent communication and representation skills
- Readiness to travel
- Proficient IT / computer skills
- Individual work with long-distance supervision, work under stress

Our offer

- A broad and challenging job in a dynamic working environment
- Regular and competent support from the board of HEKS Romania and the experts of HEKS/EPER's headquarters in Switzerland
- Attractive remuneration package
- Attractive working place in the centre of Cluj-Napoca

For further information please contact: Matthias Herren, Desk Officer Romania, matthias.herren@heks.ch

Please send your application in English until **22 January 2016**, including motivation letter, CV and work certificates in PDF to personalabteilung@heks.ch

The job interviews will be scheduled on 11 February 2016 in Cluj-Napoca.