

TERMS OF REFERENCE

Vacancy Announcement: Career Counselor for Professional Skills Development and Employability Project

Project Duration: 3 years

Type of Position: Full-time

Project Objective: The project aims to support young people, especially women, in gaining employability and creating new job opportunities by improving professional skills and strengthening collaborations with employers.

I. GENERAL PROVISIONS.

Public Association "Positive Initiative" is a patient organization of people living with HIV, hepatitis C and tuberculosis, as well as vulnerable groups, with extensive experience in the field of HIV/AIDS and drug addiction, working throughout the Republic of Moldova.

The organization's goals are aimed towards:

- Prevention of HIV/AIDS, viral hepatitis C, tuberculosis, drug addiction and other socially dangerous diseases;
- Increasing access to treatment, care and support in the context of HIV/AIDS, viral hepatitis C, tuberculosis and drug abuse epidemics;
- Broad involvement of beneficiaries in decision-making on key issues of responding to the epidemic of HIV/AIDS, viral hepatitis C, tuberculosis, drug addiction and other socially dangerous diseases, as well as addressing its consequences at all levels;
- Strengthening the capacity of beneficiary organizations and communities;
- Protection of human rights and freedoms, etc.

The organization's work aims to bring together all responsible parties and stakeholders, strengthen community systems, influence public opinion and public policy in order to create an environment in which every person, regardless of their vulnerability, has all the rights and opportunities necessary for a dignified life.

Currently, A.O. Positive Initiative, intends to allocate part of the funds to contracting the person for the position Career Counselor for Professional Skills Development and Employability Project

II. ABOUT THE ROLE

We are seeking a dynamic and motivated Career Counselor to design and lead impactful workshops that inform young beneficiaries about career opportunities, training programs, and professional development pathways. In this role, you will play a crucial part in bridging the gap between young job seekers and career guidance resources, ensuring a smooth transition from group workshops to individualized career counseling.

III. RESPONSIBILITIES

As the Coordinator you will:

- Develop a structured plan and schedule for regular career workshops tailored to youth participants.
- Collaborate with educational institutions, youth organizations, and other key stakeholders to maximize workshop outreach and engagement.
- Facilitate interactive and engaging career workshops, providing young people with insights into available job opportunities, vocational training, and pathways for professional growth.
- Introduce the concept and benefits of individual career counseling during workshops to encourage deeper career exploration.
- Actively encourage participants to sign up for one-on-one sessions with the Case Manager for personalized career guidance.
- Collect and analyze workshop attendance data, participation trends, and feedback surveys to assess impact and improve future sessions.
- Ensure a smooth and ethical transfer of participant information (with consent) for follow-up individual career counseling sessions.

IV. QUALIFICATION REQUIREMENTS (evaluation criteria)

1. General Qualifications (20 points)

- Minimum one year of higher education in psychology, education, career counseling, or a related field. (max 20 points)

2. Experience and specialized skills (60 points)

Workshop Facilitation: Proven experience (minimum two years) in designing and delivering interactive workshops for youth on career and professional development topics. (max. 20 points)

- **Collaboration and Networking:** Experience in working with schools, training institutions, and youth organizations to expand outreach and participation. (max. 20 points)

- **Data Collection & Participant Engagement:** Skilled in collecting feedback, monitoring participation rates, and ensuring effective follow-up support. (max. 20 points)

3. Language skills, other (20 points)

- **Strong Communication Skills:** Proficient in Romanian and Russian (English is an asset), with excellent verbal and written abilities to engage with diverse audiences. (max. 10 points)

- **Motivational and Persuasive Abilities:** Capable of inspiring and guiding young participants, encouraging them to take proactive steps in career planning. (max. 5 points)

- **Organizational and Problem-Solving Mindset:** Ability to plan, coordinate, and adapt workshops to meet participant needs and project objectives. (max. 5 points)

EVALUATION CRITERIA	MAXIMUM points possible
General Qualifications	20
Experience and specialized skills	60
Language skills	20
Total:	100

The CVs will be evaluated by comparing and verifying the qualifications and experience of the candidates in accordance with the criteria mentioned in the Terms of Reference. **Only candidates who meet the qualification requirements and accumulate a score higher than 90 points will be contacted for an interview.**

VI. DURATION OF SERVICE/CONTRACT

The Employee shall fulfill all responsibilities stipulated in this document. Their activity will commence on the date of signing the contract and will continue until 31.12.2025. If an extension of the contract is necessary, it shall be carried out through an Additional Agreement signed between the Parties. The Employee shall coordinate their activities with the Project Coordinator.

The Consultant shall coordinate the execution of work with the Project Coordinator.