

## TERMS OF REFERENCE

### **Vacancy Announcement: Case Manager 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 Case Manager for Professional Skills**

#### **II. ABOUT THE ROLE**

We are looking for a Case Manager to guide young beneficiaries through their career development, provide personalized consultations, monitor their progress, and ensure effective communication and support. Our project is a unique opportunity for growth and collaboration, aiming to connect business needs with participants' ambitions and the valuable support of donors, ensuring mutual benefit.

#### **III. RESPONSIBILITIES**

As the Case Manager, you will:

- Plan and conduct individual consultations for young beneficiaries on career-related topics;
- Use professional tools and methodologies to assess participants' skills, interests, values, and career goals;
- Recommend professional training, educational programs, or qualification development opportunities to support career growth;
- Be the focal point for beneficiaries, ensuring clear communication and guidance throughout each stage;
- Monitor attendance, participation, and performance of beneficiaries during the training sessions;
- Keep detailed records of each case, including information on training progress, employment status, and feedback from beneficiaries, trainers, and employers to evaluate the effectiveness of activities.

#### **IV. QUALIFICATION REQUIREMENTS (evaluation criteria)**

##### **1. General Qualifications (20 points)**

- Proven Experience of a minimum of two years of higher education in psychology, public health, or human resources. (max 20 points)

##### **2. Experience and specialized skills (60 points)**

- Individual Counseling: Experience of minimum two years of providing one-on-one consultations, guiding clients, goal-setting, and overcoming barriers. (max. 20 points)
- Project Coordination: Proven track record of managing and coordinating career or psychosocial programs, ensuring participants' progress, and aligning activities with organizational goals. (max. 20 points)
- Career Assessment and Planning: Skilled in using professional tools to assess clients' strengths, interests, and career goals, creating personalized plans for career development. (max. 20 points)

##### **3. Language skills, other (20 points)**

- Strong Communication Skills: Proficient in Romanian and English (Russian will be an asset) both written and verbal communication, with the ability to engage and collaborate effectively with beneficiaries, partner organizations, trainers and business representatives.
- Rapport-Building Abilities: Skilled in creating trustful connections with people, involved in their growth and development, able to understand the needs and foster their progress.
- Problem-Solving Mindset: Resourceful in overcoming challenges, with the flexibility to adapt to changing circumstances and a proactive approach to project needs.

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

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.