

TERMS OF REFERENCE

Project/Programme Manager Moldova (F/M) – Water & Sanitation and Energy Efficiency

(readvertisement of position with modified ToR)

1. Background

For upcoming multi-year water supply & sanitation and energy efficiency projects in Moldova, funded by the Austrian Development Agency (ADA) and the Swiss Agency for Development and Cooperation (SDC), Skat Consulting Ltd. is recruiting a national or international Project/Programme Manager.

The new projects are continuation projects of successful initiatives in the Water and Sanitation and Energy sectors that have been developed and implemented in Moldova by Skat Consulting Ltd. since 2009. The projects aim to address rural sanitation challenges, provide safe drinking water, promote sustainable decentralized WASH management in Moldova and improve the energy efficiency of rural buildings.

The projects will be implemented by [Skat Consulting Ltd.](#), a renowned Swiss company specializing in international cooperation. In Moldova, Skat Consulting Ltd. works in direct partnership with the *Fundația Central Moldo-Elvețian pentru Cooperare SKAT*.

2. Project Objectives

The projects aim to contribute to the provision of safely managed water and sanitation services in selected rural areas through the service provision by local public authorities and regional operators and to the reduction of energy consumption by energy efficiency improvement measures at household and communal level. They aim to work towards the recognition of decentralized and safely managed sanitation options by authorities as viable, cost-effective, and environmentally sustainable solutions for sanitation in rural Moldova.

3. Scope of Work

The Project/Programme Manager will be responsible for the successful overall implementation of the Project(s). Key responsibilities include:

- Planning, coordination, and execution of project activities in accordance with the project proposal and donor requirements.
- Liaising with central, regional, and local public authorities, regional water and sanitation service operators, and other stakeholders to ensure effective project implementation.
- Collaboration with internal and external experts (national and international) from Skat Consulting Ltd. (HQ) as well as independent consultants for specific assignments
- Professional monitoring and evaluation of project progress, ensuring timely reporting to the donor and stakeholders.

- Oversight on financial management, including budget monitoring and expenditure control.
- Human resource management, including recruitment, supervision, and capacity building of project staff.
- Risk management and mitigation to ensure project goals are achieved within scope, budget, and timeframe.
- Representation of the project at the official Steering Committee and other meetings, workshops, and other relevant events.

4. Qualifications and Skills required

Education	Master's Degree (or equivalent) in a relevant field (e.g., environmental science, engineering, public health, management, international cooperation).
Experience	<ul style="list-style-type: none"> • At least 5 years of experience in project/programme management • Experience working in the water, sanitation and hygiene sector, the building / energy efficiency sector, or a related technical field • Proven work experience with local, regional and central public administrations in the Republic of Moldova • Work experience in an internationally funded project / programme, an NGO or a consulting firm working in international cooperation
Language Requirements	<ul style="list-style-type: none"> • Fluency in English (written and spoken) • Desirable: Fluency in Romanian (written and spoken) • Knowledge of Russian would be an additional asset
Competencies	<ul style="list-style-type: none"> • Experience in all aspects of project cycle management (PCM), including concept development, planning, implementation, monitoring, evaluation and learning as well as reporting • Good understanding of water supply, sanitation and construction/energy issues for rural areas in Moldova • Strong understanding of rural development and community engagement principles • Excellent communication, interpersonal, and problem-solving skills • High level of responsibility, leadership and organizational capacities • Self-driven and initiative personality • Ability to work effectively in an international and multicultural environment

5. Location and Dates

The position is a full-time (100%) position based in Chisinau, Moldova. A part-time (minimum 80%) position is possible and negotiable, depending on the profile of the successful candidate.

As one project is scheduled to start already in May 2024 (contingent on the confirmation of funding by the donor), it would be ideal if the candidate would be available as soon as possible.

6. Remuneration

Skat Consulting offers attractive remuneration and working conditions, in line with its policies and in line with the guidelines from the funding agency. The salary will be determined taking into account the specific qualifications and experience of the successful candidate.

7. Applications

Interested individuals are invited to apply for the position by sending the required documents to jobs@skat.ch with the subject line “**Moldova Project/Programme Manager**”, as soon as possible, but at latest by 31st May 2024. Applications will be reviewed on a rolling basis, so early submission is advised to ensure timely consideration.

Your application should include:

- English Curriculum Vitae with three references
- English motivation letter, which includes:
 - A description of your relevant qualifications and skills
 - A description of key considerations on how you would implement decentralized sanitation interventions or energy efficiency measures at household level in rural Moldova.
 - Your salary expectations

Skat Consulting will ensure confidentiality in the recruitment process. Reception of applications will be acknowledged. Only pre-selected candidates will be contacted further.

For any specific questions or inquiries, please contact mirco.keller@skat.ch