

EU funded Project ENI/2019/406-262

“Technical Assistance to Support the National Bureau of Statistics of the Republic of Moldova”

Job positions for English Language Teachers for the National Bureau of Statistics of the Republic of Moldova

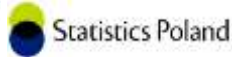
The EU funded project *“Technical Assistance to Support the National Bureau of Statistics of the Republic of Moldova”* (ParStat) is seeking high-qualified national applicants for three positions: English Language Teacher for beginners (A), English Language Teacher for pre-intermediate level (B), and English Language Teacher for intermediate and upper-intermediate level (C). The selected teachers will be contracted to organise and deliver English language classes to the employees of the National Bureau of Statistics of the Republic of Moldova (NBS), to improve their English skills for supporting their access to the online European and international resources related to official statistics, their capacities to write in English, and to facilitate their participation in statistics-related events where the use of English language is required.

The EU funded Project is a Service Contract managed by the EU Delegation to Moldova and implemented by a consortium led by the Italian Geographical Society in partnership with the National Institutes of Statistics of Italy (Istat), Poland (Statistics Poland), Denmark (Statistics Denmark). The project’s partner institution is the National Bureau of Statistics of the Republic of Moldova (NBS).

The main objective of this consultancy is to work together with the NBS management and ParStat project to organise weekly English classes (two lessons per week, approximately) and to deliver three different English courses (Beginner level, Pre-Intermediate level, Intermediate and upper-intermediate level) for selected staff working at the NBS in Chisinau, Moldova. Each course will include up to 15 students and will be organised for a period of three months for a total of 45 hours of lessons, approximately. Courses should include an entry test, an intermediate test and a final evaluation of the students with the delivery of a certificate that can attest the achieved level of English skills according to the Common European Framework of Reference for Languages (CEFRL). The courses are planned to be organised at the NBS headquarters in Chisinau, 106 Grenoble street, and online, based on a mixed method to be agreed with the client.

It is expected that at the end of the consultancy the involved NBS staff has considerably increased English language skills in all the four abilities (listening, reading, speaking, writing), according to a Vocational Education and Training (VET) approach.

- Job positions: - No. 1 English Language Teacher for beginners (Position A)
- No. 1 English Language Teacher for pre-intermediate level (Position B)
- No. 1 English Language Teacher for intermediate and upper-intermediate level (Position C)
- Beneficiary: National Bureau of Statistics of the Republic of Moldova, Chisinau
- Duration: 3 months for all the three positions, for a total of 45 hours for each course, approximately
- Starting date: November or December 2020 (indicative)
- Contract type: Individual contract for consulting services based on monthly timesheets



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Contracting authority: EU funded Project ParStat

Method of payment: Monthly, based on satisfactory performance and deliverables of implemented phases

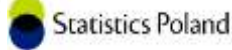
- Qualifications and skills:**
- University degree in in English Language or equivalent; In the absence of the required academic degree, five (5) additional years of experience in the field of English language training or related fields of equivalent scope, on top of the years of experience described under Professional experience below;
 - Postgraduate degree in the above areas will be considered an asset;
 - Certified teacher (national or international);
 - Certified English level C1 or C2 of the CEFR European Language level, or equivalent;
 - Prior acquaintance with statistical concepts and terminology will be considered an asset;
 - English as native language will be considered as a strong asset. If it is the case, the teacher shall have at least basic knowledge of the Romanian language;
 - Knowledge of the Russian language will be considered as an asset.

- Professional experience:**
- At least 5 years of experience in English language teaching, out of which at least 2 years in VET or other similar methods;
 - Portfolio containing examples of the achievements (e.g. English courses already delivered).

- Other skills:**
- Ability to take the initiative and work independently under the guidance of the NBS and the ParStat project;
 - Strong professional communication and inter-personal skills and able to transfer knowledge to the NBS staff;
 - Communication skills and teamwork oriented;
 - Flexibility and ability to adjust to change circumstances and needs.

Activities, expected results, deliverables, implementation approach, indicative timetable and remuneration

A Terms of Reference will be attached to the consultancy contract.



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Application Process

Job applications are open to individual English teachers. Candidates can apply for more than one position (A, B, C). The selection panel can propose to candidates one position different from the position/s applied by the candidate.

The participation of companies operating in the Republic of Moldova in the sector of linguistic training are also eligible to apply through their staff, in the framework of an agreement with the contracting authority and temporary duty assignments to the project of the selected candidates, in line with the national legislation of Moldova and the EU rules for external actions.

Job applications must include:

- English Curriculum Vitae in Europass format complete with a recent photo (<https://europass.cedefop.europa.eu/documents/curriculum-vitae>);
- Motivational letter in English (one page maximum) signed by the applicant, explaining the compliance with eligibility criteria for the post/s applied and motivation. The letter should clearly indicate for which position/s the candidate applies and should include a proposed expected fee rate in euro for working day. The expected rate should include all costs for the consultancy;
- At least two examples of achievements related to the applied position/s (see above under the section “Professional experience”);
- At least two references (including contact information of the signatory - phone number and e-mail address).

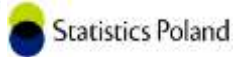
The provision of a document outlining a proposal for a training plan/methodology to be adopted for the implementation of the course/s is not compulsory but will be considered as an asset.

The above documents and information shall be sent **by e-mail only** to the technical secretariat at urs.adm@societageografica.it and daniela.popa@parstat.md **by 20 November 2020, 20:00** Chisinau Time.

After the above deadline, no applications will be accepted, and any request of information will be ignored. Application emails exceeding the size of 5 MB will be not taken into consideration.

IMPORTANT NOTICE:

Please note that the candidates must be independent and free from conflicts of interest in the responsibilities they take on. Candidatures from civil servants or agents of the NBS (who are currently employed or have worked in such a position until a date less than six months from the application deadline), will not be considered for the posts. Any false statements or documentation provided by applicants will result in the termination of the consultancy.



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The successful candidates will sign individual contracts as service provider for consulting services. It will be their sole responsibility to comply with all legal requirements ruling in Moldova for self-employment or consultants as well as to cover all related taxes, charges and health-related costs if any.

Selection Process

Only the candidates included in a short list will be invited by e-mail for an interview to be held at the NBS premises in Chisinau. The shortlist will be defined based on the curricula vitae, motivational letters, examples of achievements, and references provided by the candidates. The interviews may include practical exercises.

The selection process will be conducted by a selection panel composed by representatives of the NBS and the ParStat project. The selection panel may decide not to select any candidate or to propose a candidate for a different position.

For any inquiry related to the application process, please write to: urs.adm@societageografica.it and cc to daniela.popa@parstat.md.