



## THINK EQUAL MOLDOVA PROGRAMME COORDINATOR ROLE PROFILE

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**Job title:** Programme Coordinator

**Reports to:** Eastern Europe Manager

**Contract:** Freelance Part time (20 hours per week); 12 months (possibility for extension, subject to funding)

**Location:** Remote, country-based (with possibility of occasional travel within the country)

**Salary:** Billed hourly at \$13.84 per hour. Based on a standard 20-hour working week, this equates to approximately \$1,200 per month. Please note that the exact monthly amount may fluctuate depending on the number of working days in each month.

### Introduction

THINK EQUAL is a global education initiative with a mission to ensure that Social and Emotional Learning (SEL) becomes a mandatory subject for all children in early years settings globally. SEL is the process through which knowledge, attitudes, values and skills such as emotional intelligence, empathy, self-awareness, self-regulation, social awareness, relationship skills and responsible decision making are developed.

SEL helps young people to:

- build and maintain psychological resources;
- know themselves and their emotions and to engage in positive relationships;
- make good decisions, behave ethically and responsibly;
- learn self-regulation and avoid negative behaviours;
- undo gender stereotypes and be gender equal;
- have self-worth, confidence and the right to voice and agency; and
- transition into ambitious and empowered young adults.

To support educators and governments to achieve this mission, THINK EQUAL has developed a global SEL Programme for 3–6 years-olds. The Programme is constructed around narrative children's books, lesson plans and teaching resources which provide the concrete tools educators need to teach SEL in a low-cost and adaptable format.



## **Responsibilities**

### **Program Administration and Coordination**

- Maintain accurate filing systems and operational processes that ensure smooth and efficient organisational operation and capacity.
- Oversee programme implementation strategy, work plans, project management dashboards, and other tools referenced on the Roadmap to ensure implementation across Moldova, in collaboration with the Eastern Europe Manager and local partners.
- Report to the management on the status of programs in Moldova, including timely identification and communication of possible risks or delays, proposing troubleshooting strategies and contributing.
- Track progress of programme activities (e.g., Master Training, teacher training, classroom implementation, and monitoring visits) against plans and indicators, providing early warning of delays, risks, or challenges.
- Support specific projects as directed by the Eastern European Manager.
- Support communications work of the organisation.
- Support Business Development colleagues in their requirements for fundraising efforts and visibility of programmes.
- Organize orientation sessions for school heads, management committees, and partners.
- Evaluate teachers' experience and recommend improvements for training effectiveness.
- Prepare reports on findings, lessons learned, and recommendations.

### **Monitoring and Evaluation**

- Support the development and strengthening of Monitoring, Evaluation & Learning (MEL) tools and reports, and ensure their use by implementing partners, government departments, and other stakeholders for active and inactive projects.
- Work with the government and implementing partners to strengthen MEL systems for SEL programming.
- Ensure data quality through validation and adherence to ethical standards (confidentiality, child safeguarding, etc.).
- Prepare and maintain a database of local contacts and stakeholders.



- Support Implementing Partner on as-needed basis with general support, and in baseline and endline evaluations to assess programme outcomes and impact.
- Coordinate and lead assessment studies to evaluate the impact of interventions.
- Detail and analyze evidence and lessons learned during project evaluation to inform programme adaptation and decision-making.
- Create and ensure opportunities for learning and reflection throughout projects, sharing learnings with the wider team to contribute to long-term sustainability.

### **Advocacy & Knowledge Sharing**

- Contribute evidence to advocacy efforts (e.g., for inclusion of SEL/Think Equal in national curriculum, pre-service teacher training, et cetera).
- Assist in collection documenting case studies and success stories (written and audio) for specific project components and the overall program.
- Strengthen the capacity of the Ministry of Education staff.
- Plan, design, organise, and conduct comprehensive MEL & Sustainability training workshops for project staff, Ministry of Education staff, partners, and other relevant stakeholders.
- Communicate and liaise regularly with relevant stakeholders, representing the organisation when higher-level representation is required.

### **Other**

- Undertake any other reasonable support, initiative, and/or activity as required (e.g., support other projects in Eastern Europe as directed by Line Manager).
- Carry out from time to time and as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities.
- Some international travel may be required.
- Some work outside standard work location hours may be required; Think Equal's core working hours are 14:00–16:00 GMT.



### **Additional information**

1. Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards;
2. Comply with the policies and procedures of Think Equal at all times;
3. Support the vision, values and objectives of the organisation;
4. Maintain confidentiality at all times and ensure compliance with data protection requirements;
5. Contribute to close working relationships with all personnel and help to build an open and honest culture that facilitates learning, creativity and excellence;
6. Undertake training as necessary in line with the development of the post;
7. Carry out as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities.

If you are interested in applying for this position please complete the application link [here](#) before the 10 October 2025