

## Hiring: Romanian Language Trainer – Global Inclusion

*Part-time position, start date March 2024, Location: Cluj-Napoca, Romania*

### Program: Global Inclusion

**Deadline to apply:** Applications will be accepted until **February 15, 2024**.

**Apply to:** Please send your application including your Motivation Letter, CV and 2 References to [recruitment@patrir.eu](mailto:recruitment@patrir.eu)

**To Apply:** Please send a **CV** and **Motivation Letter** (maximum 2 pages) together with **Contact Details for 2 – 3 References** (in the first round it is enough to send contacts for references. Reference letters will be requested from applicants who make it to the 2<sup>nd</sup> round). To apply please use the subject: “Application – Global Inclusion Romanian Language Trainer”.

**Important:** Please only apply if you have read the description in full and your previous experience is suitable for the role. Only applications sent via email and including a CV and Letter of Motivation will be considered full applications and be reviewed. Fluency in Ukrainian and Romanian is required, English knowledge is a plus. Highly motivated candidate. Monthly net salary (after taxes) 1423 Ron. Contract period: 12 months with intention to extend.

For full details on the position including the Profile of Applicants, Required Skills and Expertise, information about the role, the program and the Institute, please see below.

### About the Global Inclusion Program and PATRIR

Global Inclusion is a program line at the Romanian Peace Institute – PATRIR. We focus on direct engagement with migrant and refugee communities, working to support their voices to be heard in governance and policies that affect them in Cluj and more widely across Europe. Global Inclusion aims to develop strategies for integration, representative bodies/migrant-led groups, and platforms where migrant and refugee communities can identify their needs, and actively engage with government, civil society, and other stakeholders to strengthen inclusion, opportunities, and well-being. Our mission is to mobilize and engage citizens, governments, national and international organizations to work actively individually and together to overcome all forms of direct, structural, cultural violence, discrimination, and exclusion and to build inclusive societies and practices.

#### Key Values which Guide Our Work

PATRIR’s work and that of the Global Inclusion Program Line place emphasis on people-centered and needs-based programming, creating relations based upon respect, collaboration with partners, doing more together than can be done apart, ensuring real impact in our work, and working to link experience, practice, policy development and research and learning in the field. We believe that communities should be at the forefront of participation and actively engaged to meet their needs and shape policies and practices affecting them. We are committed to gender inclusion and empowerment and ensuring an inclusive and diverse workforce. We proactively work to support professional development and create an atmosphere of learning, growth and development.

## Key Tasks & Responsibilities

Responsibilities include but are not limited to:

- Prepares and develops Romanian language and Culture course materials to deliver to locally based Ukrainian community,
- Develop course materials for Ukrainian students to complete in the classroom and in their free time, which includes handouts, essays, and additional homework assignments,
- Organizes and delivers weekly Romanian language courses for the Ukrainian community-based in Cluj,
- Evaluates students' performances, including grading homework,
- Offers after-classes time flexibility to Ukrainian students for further questions and clarifications,
- Collaborates with the program manager to develop learning objectives and outcomes, and creates an overall better learning environment,
- Contributes to the development of toolkits, handbooks, and practical materials that will support the language and culture acquisition by the Ukrainian students, generally aiming at their integration at local/national level;
- Prepare a range of project-related documents for key stakeholders as required, including but not limited to status updates, reports, budgets, and discussion papers to manage the flow of information.

## Your Profile

You are highly motivated and proactive – someone who cares about doing their work well and making a positive impact in our community, nationally or internationally through your engagement. You are well organized and able to manage, coordinate, plan and implement well with others. You are a people person – you care about and like working with people. You combine vision and purpose-driven engagement with practicality and the ability to work effectively. We particularly encourage applicants from diverse backgrounds.

You should have

- A university degree (preferably graduate or post-graduate) or equivalent experience in Romanian/Ukrainian language teaching;
- 2-3+ years experience in the field;
- MS Office knowledge;
- Project management, coordination knowledge, pedagogical skills;
- Fluency in Ukrainian and Romanian, English is a plus;
- High commitment, analytical thinking, problem-solving, reliability, flexibility and very good self-organization skills.

### **Ability to work in the EU is a must**

You must **already** be able to work in the EU / Romania for this position. We are not able to recruit candidates who do not fulfill this requirement.

## What we offer

We are committed to providing a dynamic and supportive work environment where colleagues have the opportunity to grow and flourish. You will be taking on a role where you will be both expected and supported to bring your ideas, work to develop the Global Inclusion Program Line, and to support development and well-being of your team. You will also be supported to identify your professional development trajectory and goals important to you in the coming years and supported to achieve these in the Institute.

Located in Cluj-Napoca – Kolozsvár – Klausenburg (the three names of our city), Romania, PATRIR offers an international, collaborative and flexible work environment with strong commitment to employee well-being. We

are a growing Institute with a commitment to increase our impact locally, nationally and internationally. Colleagues are encouraged to build on your areas of key motivation and expertise, and to actively pursue growth and development.

### Position Specifics

<b>Salary</b>	The salary for this position is 1423 Ron (take home after tax).
<b>Holidays</b>	You have an annual 21 days leave plus bank holidays and additional leave for winter holiday.
<b>Growth Opportunities</b>	You will have opportunity to benefit from professional development and career coaching, pursue training and learning opportunities, and receive tailored support for your career development
<b>Human-Centered and Family Friendly</b>	We take a strong commitment to creating a positive work environment and supporting well-being of our team. In addition, we have a strong commitment to supporting colleagues when you have needs for family well-being and support as well.
<b>Duration &amp; Opportunities</b>	Part time position, 18 hours/week. The position is offered with a 12 months contract that can be turned into a full (open ended) contract following review.

You can find more information about PATRIR at [www.patrir.ro](http://www.patrir.ro) We are also glad to have a discussion with applicants during the interview process or when you are considering applying should you like to have more information about the work experience and context at PATRIR.

**Please note that PATRIR has zero tolerance standard for sexual exploitation, abuse, harassment, child abuse, power abuse or any kind of inappropriate behavior.**

## Are you interested in applying? Join our team!

If you are interested in applying to join our team please:

- Send a 1-page Motivation Letter detailing your expertise and 1. Why you feel well qualified to take up the position; and 2. Your motivation: why you wish to apply for this position
- A CV / Resume
- Contact Details for Two References

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Please note: only applications which have all 3 components listed will be considered/reviewed. If your application does not include your Motivation Letter, CV/Resume and Contact Details for 2 References your application will be considered incomplete and not reviewed.

### Overview of the Application & Hiring Process:

#### Step 1: Applications

Applications to the position will be accepted until February 15, 2024

#### Step 2: Review

Applications will receive a first round of review based upon the Motivation Letters, CVs and References provided. **Those candidates selected for the 2<sup>nd</sup> Round of the Recruitment Process will be notified and an interview will be scheduled.** All other applicants will be thanked for their application.

#### Step 3: Round 2 of the Interview Process – Interviews & Dialogue with Select Candidates

The 2<sup>nd</sup> Round of the Interview Process is made up of an interview and dialogue with select candidates where we have the opportunity to get to know you better and discuss your expertise, motivation and competencies

for the position. During the interview you will also have the opportunity to ask questions and get to know more information about the position and opportunities working with PATRIR.

**Step 4: Final Interview – Short-Listed Candidates**

1 – 5 Short Listed Candidates will then have a final interview with the President of the Institute.

**Timeline:** We aim to complete the timeline quickly, through end of February, and are looking for colleagues who can join the team ‘immediately’ in early March starting date.