



**Terre des hommes**  
Helping children worldwide.

## Project Officer

Terre des hommes is looking for a proactive, energetic, and organised Project Officer, to join the team in Bucharest, to support in the implementation of our activities. The ideal candidate has previous experience in NGO, or social projects.

If you are looking for a meaningful job that will make a lasting impact on the lives of children, we want to meet you.

<b>Start date</b>	as soon as possible
<b>Contract</b>	1-year, local, full-time Employment Contract, renewable.
<b>Salary</b>	RON 4900 net, private health insurance
<b>Location</b>	Bucharest, occasional field visits in the communities where Tdh works

**Deadline for application 6<sup>th</sup> of April 2026**

### WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection, migration, access to justice and health projects, we support more than 4 million children and their families in more than 30 countries each year.

Working in Romania since 1992, Terre des hommes is dedicated to `child protection, being especially active in supporting the children affected by migration and ensuring fair and friendly access to justice for minors. We mobilize communities to prevent risk situations, and we collaborate with social workers, teachers and other professionals to protect children. We help them participate in making decisions that concern them, we invest in education, health, social services and infrastructure to improve life of disadvantaged children in Romania.

### ROLE DESCRIPTION

Under the supervision of the Project Manager, the Project Officer will support the implementation and coordination of activities within Tdh projects. The role involves stakeholder communication, event organization, monitoring deliverables, and providing operational support to ensure smooth project execution.

### MAIN RESPONSIBILITIES

- Maintain ongoing communication with schools, providing support for the implementation of project activities.
  - Act as point of contact for partners in activities where Tdh is the lead
  - Ensure that templates and deliverables are up to date for the Regional CAB (Child advisory board).
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- Support the organization and implementation of trainings for stakeholders, teachers, students, and youth-led initiatives at both local and national level, covering both logistical and monitoring aspects
- Organize support sessions for teachers
- Support organization of referral workshops in school communities
- Participate in field visits when required
- Review and organize deliverables submitted by schools for each activity.
- Communicate with the Project Manager regarding missing elements and follow up with teachers.
- Centralize and track information sessions and ensure templates are up to date.
- Draft meeting minutes for internal team meetings.
- Conduct school visits to support youth-led initiatives when necessary
- Support the development of PR materials related to initiative outputs
- Coordinate with communication and project teams
- Prepare support documents as needed

### YOUR PROFILE

- University degree in administration, logistics, management, or another relevant field.
- Minimum 1 year of experience in office management, admin and/or logistics field, prior experience in working in an NGO will be considered an advantage.
- Strong interpersonal skills, ability to interact effectively with all levels of staff;
- Excellent verbal and written communication skills (English and Romanian), with strong attention to details;
- Excellent record keeping and documentation skills;
- Ability to work well under pressure and manage sensitive and confidential information.
- Great interpersonal skills and ability to work well both independently and as part of a team
- Ability to organise, prioritise, and follow through on multiple tasks
- Fully conversant with usual IT tools (Microsoft 365, Zoom, other communication platforms)
- Availability to travel in the field when needed

### TO APPLY:

**Qualified applicants are encouraged to submit their CV and motivation in English to [vacancy@tdh.ro](mailto:vacancy@tdh.ro) Please include “Project Officer”, your name and surname” in the subject line of the application email.**

#### Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

#### GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

*Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.*