

Job title: Regional Coordinator – Baia Mare, full-time

Summary of Position:

IREX seeks a qualified professional to fill the position of Regional Coordinator. The selected candidate will be IREX's representative in the field and will be responsible for Biblionet program oversight and evaluation, by monitoring libraries included in the program and collecting data and information thereof, and for providing assistance during the activities implemented in the field. He/she will maintain regular contact with IREX office in Bucharest, by providing information on status of implementation, and will act as a liaison, by facilitating communication between representatives of the IREX office in Bucharest and local counterparts. The Regional Coordinator will report to the Activities and Evaluation Officer and will closely coordinate his/her monitoring and reporting activities with the county libraries' project coordinators.

Specific duties include, but are not limited to, the following:

Description of Responsibilities:

- Coordinate, under the supervision of LSD department, all Biblionet activities implemented in the specific region Baia Mare;
- Facilitate communication between representatives of the IREX office in Bucharest and of county and local libraries and public administration officials in the specific region of Romania, Baia Mare, to encourage regional dialogue and mutual support among the program's partners;
- Monitor activities implemented at county and local levels and report results, achievements and impact to IREX office and project coordinators, as appropriate;
- Collaborate with Impact and Evaluation specialists and project coordinators in data collection, processing and management, to measure project status and impact;
- Provide support in preparing field visits of IREX staff and coordinate and participate in various events launched and organized within the Biblionet program;
- Collaborate with IREX's Advocacy and Media departments to promote the program, through discussions with various representatives of libraries, public administration and media, by explaining the scope of the program, its expected results and impact within the assisted communities;
- Provide assistance to local librarians in organizing public events within the program.

Qualifications:

- Higher education, preferably in the library management field.
- At least 1-3 years experience in program implementation;
- Experience in program monitoring and evaluation;
- Strong organizational and conflict management skills;
- Strong analytical and reporting skills;
- Good writing skills in both Romanian and English;
- Good interpersonal communication skills;
- Valid Driver's License/type B.

Other

- The candidates should be available for extensive travel in the country; thus he/she should demonstrate appropriate driving experience.

**Interested applicants should send a cover letter and resume to
lslave@irex.ro or by fax to no.021-4102564.
Only short-listed candidates will be contacted.
Deadline for submission: October 9, 2009**