

Cover Letter

In attention of:

EEA - European Environment Agency

Date: 29.03.2018

Dear Sir or Madam,

I am writing to apply for the position of National SEIS Assistant in Republic of Moldova within ENI SEIS II East project.

I believe that my education, skill-set, and experience make me a suitable candidate for this vacancy.

Possessing more than 4 years of project coordination and management experience specifically having as stakeholders civil society organisations and public authorities i gained competencies that include, but are not limited to assist project development, planning, monitoring, managing budgets, reporting and project evaluation.

In my last relevant position where I worked as a national project coordinator within "Climate Forum East CFE II (*an EU, Austrian Cooperation for Development and Red Cross funded program implemented in EaP region*), I was responsible for drafting national strategic plans and implementation of project activities accordingly, setting up and fully managing a financial support program for civil society organizations (re-granting mechanism), provide regular operational/narrative and financial reports to the donor, assist a successful auditing process, elaboration and monitoring of the Capacity Development Program for re-granting scheme beneficiaries. I was in charge to manage a local budget of 206.000 EUR out of witch 70% were directed as financial support for CSOs. In this position I had the opportunity to recruit, select monitor and evaluate 24 local initiatives (grant agreements).

Also, i had the opportunity to be the national lead of ClimateLaunchpad for two editions (2016, 2017) which is the world's largest cleantech business idea competition organised in 30+ countries that helps fast track green business ideas, so that they can get successfully funded and launched, having a local budget of 10 000 EUR.

Prior to this experience i held a leadership position within AIESEC NGO (student-driven organization for youth), HR vice president, that resulted with technical ability to design, implement and monitor HR projects and talent development programs for its members.

Proactive, innovative, self-learner I am seeking a challenging but rewarding position, which is why I was naturally drawn to this exciting opportunity that goes hand in hand with my current carrier plan.

Yours sincerely,

Tarigradean Maria

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