

SVETLANA MOISA (09/02/1987)

Republica Moldova, Chişinău

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OBJECTIVE

Identifying a motivating job to put into practice my knowledge and experience and enable me with new competencies in a new learning environment.

SUMAR PROFESIONAL

Specialist in women's and children's right protection, 18 years' experience in frontline staff.

EXPERIENCE

Since 2019

Project coordinator National Center for Child Abuse Prevention

<https://www.cnpac.md/ro/>

Duties:

- Coordinated the planning, implementation, and monitoring of projects related to child abuse prevention and child protection.
- Developed project work plans, activity schedules, and progress reports in line with donor requirements and organizational goals.
- Supervised field activities, ensuring that training sessions, awareness campaigns, and community outreach programs were carried out effectively.
- Facilitated communication and cooperation between partners, including government institutions.
- Supported the monitoring and evaluation process by collecting data, tracking project indicators, and contributing to progress and final reports.
- Ensured compliance with child safeguarding, ethical, and data protection standards across all project activities.
- Assisted with project budgeting, expenditure tracking, and administrative documentation.
- Contributed to advocacy and communication initiatives promoting children's rights and preventing violence against children.
- Represented the organization in meetings, workshops, and conferences related to child protection and social welfare.

Manager of psychological assistance service for teenager's chat 12 plus www.12plus.md. National Center for Child Abuse Prevention

Duties:

- Provide technical expertise and monitor project planning and quality assurance.
- Provide timely and accurate reporting.
- Organize the recruitment process and workshops for new candidates.
- Promote the Service Chat 12+.

Mass media appearances:

<https://www.facebook.com/reel/1122391883069841>

<https://www.facebook.com/CentrulNationaldePrevenireaAbuzuluifatadeCopii/videos/1420498769268601>

<https://www.facebook.com/rvsmoldova/videos/287786577620727>

March-
November
2023

GBV Coordinator VOICE Amplified (Independent contractor services)

<https://voiceamplified.org/>

Duties:

- Coordinated and provided oversight for all project initiatives and partnership engagements.
- Served as a bridge between the VOICE team and partners, supporting the administration and implementation of timely assistance and effective initiatives, including complex assessments.
- Ensured that all documentation was completed and complied with VOICE and partner processes and policies.
- Documented and reported on the progress of project initiatives.
- Responded to information requests from the VOICE team related to partnership engagement and needs.
- Tracked grant initiatives and partnerships within the VOICE Moldova office.
- Contributed to the development of efficient organizational processes, procedures, and systems.

May-August
2021

ERIM (Equal Rights Independent Media) independent contractor services.

<https://erim.ngo/country/moldova/>

Duties:

Designed and conducted trainings on gender norms for 10 ERIM grantees.

Main topics covered included:

- Gender equality
- Feminism
- Gender stereotypes
- Risks of promoting or supporting gender stereotypes
- Responding to GBV cases

2019-2021

Parenting coordinator National Center for Child Abuse Prevention

<https://www.cnpac.md/ro/>

Duties:

- Coordinated the planning, implementation, and monitoring of projects related to child abuse prevention and child protection.
- Developed project work plans, activity schedules, and progress reports in line with donor requirements and organizational goals.
- Supervised field activities, ensuring that training sessions, awareness campaigns, and community outreach programs were carried out effectively.
- Facilitated communication and cooperation between partners, including government institutions MER and MLSP.
- Supported the monitoring and evaluation process by collecting data, tracking project indicators, and contributing to progress and final reports.
- Ensured compliance with child safeguarding, ethical, and data protection standards across all project activities.
- Assisted with project budgeting, expenditure tracking, and administrative documentation.
- Contributed to advocacy and communication initiatives promoting children's rights and preventing violence against children.
- Represented the organization in meetings, workshops, and conferences related

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- to child protection and social welfare.
 - Organized study visit

2014-2019

Manager of Child Helpline Moldova (116 111)

<https://telefonulcopilului.md/>

<https://lastrada.md/>

International Center "La Strada", NGO „CNFACEM”.

Duties:

- Provided technical expertise and monitoring project planning and quality assurance.
- Provided assistance in developing and promotion of Child Helpline 116 111.
- Facilitated the planning and the implementation of the activities.
- Organized the recruiting process and workshops for new candidates.
- Provided timely and accurate reporting.
- Developed web page of the service www.telefonulcopilului.md
- Organized the events based on team's and beneficiaries' needs

02/2014 -
05/2014

Project assistant (*part-time*), Deaf children Association.

Duties:

- Provided logistical support in the process of implementation of two main projects „We transform the isolation into integration" FFE Moldova and „Say NO to Discrimination" UNDP Moldova.
- Provided timely and accurate reporting based on projects results

01/2007 –
05/2014

Hot line counsellor / case manager on migrants / victims of trafficking International Center "La Strada".

<https://lastrada.md/>

Duties:

- Answered the incoming calls based on principals of confidentiality and anonymity.
- Identified the needs of potential migrants and provided necessary information.
- Identified cases of trafficking and defined the statute of victims and associate actions.
- Organized the rescue and repatriation of victims.
- Wrote articles and informational factsheets for the informational portal www.migratiesigura.md.
- Promoted the Hotline services.
- Provided timely and accurate reporting.
- Organized workshops for volunteers and professional groups

04/2012-
01/2013

Non-discrimination Coalition

Hotline counsellor.

<https://cntm.md/>

Duties:

- Answered the incoming calls based on principals of confidentiality and anonymity.
- Identified presumed cases of discrimination and to refer the cases to lawyers.

- Provided timely and accurate reporting.
- Promoted the services of tool free - for presumed cases of discrimination.

STUDIES

2022 September-December	SkillUp IT specialists trainig center Course of Software testing
2011 -2014	State University of Moldova Faculty Sociology and Social Assistance MA in Studies of Childhood and Child Rights
03/2013 - 12/2013	International Training Programme Empower "Intercultural communication and Children rights" held at the Pestalozzi Children Foundation in Trogen,Switzerland Under the Auspices of Unesco Commision of Switzerland
2004- 2008	State University of Moldova Faculty of Sociology and Social Assistance

LANGUAGES

Romanian – native
Russian – native
English – good

PROFESSIONAL REFERENCES

Irina Sandu – programe director National Center for Child Abuse Prevention

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Cristina Rogojina -grant manager ERIM (Equal Rights Independent Media)

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Oleg Hincu project manager USAID

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