

MINISTERUL EDUCAȚIEI ȘI CERCETĂRII
UNIVERSITATEA DE MEDICINĂ ȘI FARMACIE "IULIU
HAȚIEGANU" CLUJ-NAPOCA

DEPARTAMENTUL DE CERCETARE,
DEZVOLTARE ȘI INOVARE

400349 Cluj-Napoca, România
str. Louis Pasteur nr. 4, et. 3
Tel: +40-374-834195; +40-374-834194
+40-374-834148
Fax: +40-264-597257
E-mail: depcdi@umfcluj.ro

www.umfcluj.ro



UMF
UNIVERSITATEA DE
MEDICINĂ ȘI FARMACIE
IULIU HAȚIEGANU
CLUJ-NAPOCA

Registration No. 6085/ 03.03.2026

COMPETITION NOTICE

FOR FILLING THE FOLLOWING POSITIONS

1. Data Protection Expert
2. Educational methodology expert Tool 3 UMFIH
3. Educational methodology expert Tool 4 UMFIH
4. Specialist field expert Tool 5 UMFIH
5. Coordinator Tool 6 UMFIH
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WITHIN THE PROJECT "MED4SCHOOL - Continuing education in school medicine, the foundation of a healthy generation", implemented under Financing Agreement No. 142103 / 02.12.2025

the "Iuliu Hațieganu" University of Medicine and Pharmacy in Cluj Napoca Organizes:

- based on the updated Explanatory Notes no. 2836 / 04.02.2026, and 3570/10.02.2026, approved by the university management, regarding the opening of positions outside the organizational chart, within the project "**MED4SCHOOL - Continuing education in school medicine, the foundation of a healthy generation**"

- based on MEC ORDER 3498/06.03.2025 regarding *e approval of the internal procedure for the recruitment and selection of personnel, with a view to hiring for positions outside the organizational chart, within projects financed from non-reimbursable external funds or from funds related to the Recovery and Resilience Mechanism (PLP 21) v3* for the "Iuliu Hațieganu" University of Medicine and Pharmacy in Cluj-Napoca;

The competition will take place as follows:

- submission of competition files between: **04.03.2026-10.03.2026, ora 16:00**
- selection of files on **11.03.2026**
- submission and resolution of appeals regarding the application submission stage: **12.03.2026**

- interviews on **13.03.2026**, online location – the connection link will be sent to all candidates declared admitted following the selection of applications
- submission and resolution of appeals regarding the interview stage: **16.03.2026**
- display of final results: **17.03.2026**

General conditions required for employment:

- Romanian citizenship or citizenship of another EU member state, a state belonging to the European Economic Area, or a non-EU member state, or the right to work in Romania;
- knowledge of Romanian, both written and spoken;
- be in good health for the position for which they are applying;
- meet the educational requirements and, where applicable, seniority or other specific requirements for the position;
- have no criminal convictions.

1. Data Protection Expert - 1 position

Specific requirements:

- a) Education: higher education.
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: Knowledge of data protection legislation, risk assessment skills, drafting of security, integrity, and confidentiality procedures.
- d) Foreign languages: English (intermediate).

Project activities:

- Analyzes personal data processing procedures within Sub-activity 1.1 (tool development), identifying categories of sensitive data.
- Develops and updates information on data processing and consent forms required for participants in tool validation activities.
- Advises the implementation team and thematic experts on legal obligations in managing attendance lists and participant databases.
- Manages any data security incidents and proposes remedial measures to the project manager.
- Monitors data transfer between project partners (UMFIH, INSP, MS, NGOs).

Contract duration: 7 months

Maximum hours/month: 66 hours

2. Educational methodology expert Tool 3 UMFIH - 1 position

Specific requirements:

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology, etc.)
- b) Experience: minimum 10 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: educational design, development of teaching methodologies, drafting of support materials, integration of adult learning principles.
- d) Foreign languages: English – intermediate level.

Project activities:

- Integrates elements of educational methodology into the tool development process.
- Contributes to the pedagogical structuring of the tool's content to support its use in training.
- Collaborates with scientific experts and tool coordinators to align with educational objectives.
- Ensures the educational consistency of the resulting materials and their compatibility with accredited training programs.
- Participates in working meetings for the development and validation of the specific tool.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months
Maximum hours/month: 70 hours

3. Educational methodology expert Tool 4 UMFIIH - 1 position

Specific requirements:

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology, etc.)
- b) Experience: minimum 10 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: educational design, development of teaching methodologies, drafting of support materials, integration of adult learning principles.
- d) Foreign languages: English – intermediate level.

Project activities:

- Integrates elements of educational methodology into the tool development process.
- Contributes to the pedagogical structuring of the tool's content to support its use in training.
- Collaborates with scientific experts and tool coordinators to align with educational objectives.
- Ensures the educational consistency of the resulting materials and their compatibility with accredited training programs.
- Participates in working meetings for the development and validation of the specific tool.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months
Maximum hours/month: 70 hours

4. Specialist field expert Tool 5 UMFIIH- 1 position

Specific requirements:

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology).
- b) Experience: minimum 5 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: clinical and practical expertise in the field of specialization, ability to integrate evidence-based recommendations, drafting and adapting content for working tools.
- d) Foreign languages: English – intermediate level.

Project activities:

- Contribute with specialized expertise to the development and updating of the tool.
- Provides data, recommendations, and examples from medical practice to support the content.
- Collaborates with scientific and methodological experts and the tool coordinator to ensure professional relevance.
- Proposes content adaptations to reflect current practice.
- Participates in working meetings for the development and validation of the specific tool.
- Supports the practical validation of tools through feedback based on professional experience.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months
Maximum hours/month: 70 hours

5. Coordinator Tool 6 UMFIIH - 1 position

Specific requirements:

- a) Education: higher education in health or related fields, relevant to the activities carried out (psychology, nutrition, sociology).

- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: team coordination and management, planning and organization, document drafting and validation, communication and negotiation skills.
- d) Foreign languages: English – intermediate/advanced level.

Project activities:

- Coordinates the process of developing the tool, from planning to completion.
- Leads working meetings dedicated to the development of the tool.
- Collaborates with the project implementation team to coordinate activities and ensure compliance with the schedule.
- Ensures the integration of comments and contributions from thematic experts.
- Approves the final structure and content of the tool before submitting it for validation.
- Monitors compliance with applicable methodologies and standards.
- Reports progress to the project manager on a regular basis.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months

Maximum hours/month: 70 hours

6. Educational methodology expert Tool 6 UMFIIH - 1 position

Specific requirements:

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology, etc.)
- b) Experience: minimum 10 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: educational design, development of teaching methodologies, drafting of support materials, integration of adult learning principles.
- d) Foreign languages: English – intermediate level.

Project activities:

- Integrates elements of educational methodology into the tool development process.
- Contributes to the pedagogical structuring of the tool's content to support its use in training.
- Collaborates with scientific experts and tool coordinators to align with educational objectives.
- Ensures the educational consistency of the resulting materials and their compatibility with accredited training programs.
- Participates in working meetings for the development and validation of the specific tool.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months

Maximum hours/month: 70 hours

7. Online communication expert Tool 6 - 1 position

Specific requirements:

- a) Education: higher education.
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: digital communication, use of online platforms, professional training, data protection in the virtual environment.
- d) Foreign languages: English – intermediate level..

Project activities:

- Adapts the communication protocol for the online environment, ensuring clarity and accessibility of information.
- Evaluates the effectiveness of the communication channels used and proposes technical optimizations.
- Monitors compliance with professional ethics and confidentiality in digital interactions.
- Participates in the validation of the communication tool and in team work meetings.
- In the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 6 months

Maximum hours/month: 20 hours

8. Educational methodology expert Tool 7 UMFIH - 1 position

Specific requirements:

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology, etc.)
- b) Experience: minimum 10 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: educational design, development of teaching methodologies, drafting of support materials, integration of adult learning principles.
- d) Foreign languages: English – intermediate level.

Project activities:

- Integrates elements of educational methodology into the tool development process.
- Contributes to the pedagogical structuring of the tool's content to support its use in training.
- Collaborates with scientific experts and tool coordinators to align with educational objectives.
- Ensures the educational consistency of the resulting materials and their compatibility with accredited training programs.
- Participates in working meetings for the development and validation of the specific tool.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months

Maximum hours/month: 70 hours

9. Educational methodology expert Tool 8 UMFIH - 1 position

Specific requirements:

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology, etc.)
- b) Experience: minimum 10 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: educational design, development of teaching methodologies, drafting of support materials, integration of adult learning principles.
- d) Foreign languages: English – intermediate level.

Project activities:

- Integrates elements of educational methodology into the tool development process.
- Contributes to the pedagogical structuring of the tool's content to support its use in training.
- Collaborates with scientific experts and tool coordinators to align with educational objectives.
- Ensures the educational consistency of the resulting materials and their compatibility with accredited training programs.
- Participates in working meetings for the development and validation of the specific tool.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months
Maximum hours/month: 70 hours

10. Educational methodology expert Tool 9 UMFIH - 1 position

Specific requirements:

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology, etc.)
- b) Experience: minimum 10 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: educational design, development of teaching methodologies, drafting of support materials, integration of adult learning principles.
- d) Foreign languages: English – intermediate level.

Project activities:

- Integrates elements of educational methodology into the tool development process.
- Contributes to the pedagogical structuring of the tool's content to support its use in training.
- Collaborates with scientific experts and tool coordinators to align with educational objectives.
- Ensures the educational consistency of the resulting materials and their compatibility with accredited training programs.
- Participates in working meetings for the development and validation of the specific tool.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months
Maximum hours/month: 70 hours

11. Coordinator Tool 11 UMFIH - 1 position

Specific requirements:

- a) Education: higher education in health or related fields, relevant to the activities carried out (psychology, nutrition, sociology).
- b) Experience: at least 10 years of relevant experience in the field of study, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: team coordination and management, planning and organization, document drafting and validation, communication and negotiation skills.
- d) Foreign languages: English – intermediate/advanced level.

Project activities:

- Coordinates the process of developing the tool, from planning to completion.
- Leads working meetings dedicated to the development of the tool.
- Collaborates with the project implementation team to coordinate activities and ensure compliance with the schedule.
- Ensures the integration of comments and contributions from thematic experts.
- Approves the final structure and content of the tool before submitting it for validation.
- Monitors compliance with applicable methodologies and standards.
- Reports progress to the project manager on a regular basis.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months
Maximum hours/month: 70 hours

12. Specialist field expert Tool 11 UMFIH- 1 position

Specific requirements:

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology).

- b) Experience: minimum 5 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: clinical and practical expertise in the field of specialization, ability to integrate evidence-based recommendations, drafting and adapting content for working tools.
- d) Foreign languages: English – intermediate level.

Project activities:

- Contribute with specialized expertise to the development and updating of the tool.
- Provides data, recommendations, and examples from medical practice to support the content.
- Collaborates with scientific and methodological experts and the tool coordinator to ensure professional relevance.
- Proposes content adaptations to reflect current practice.
- Participates in working meetings for the development and validation of the specific tool.
- Supports the practical validation of tools through feedback based on professional experience.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months

Maximum hours/month: 70 hours

13. Specialist field expert Tool 12 UMFH - 1 position

Specific requirements:

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology, etc.)
- b) Experience: minimum 10 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: educational design, development of teaching methodologies, drafting of support materials, integration of adult learning principles.
- d) Foreign languages: English – intermediate level.

Project activities:

- Integrates elements of educational methodology into the tool development process.
- Contributes to the pedagogical structuring of the tool's content to support its use in training.
- Collaborates with scientific experts and tool coordinators to align with educational objectives.
- Ensures the educational consistency of the resulting materials and their compatibility with accredited training programs.
- Participates in working meetings for the development and validation of the specific tool.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months

Maximum hours/month: 70 hours

14. Educational methodology expert Tool 13 UMFH - 1 position

Specific requirements:

- a) Education: higher education in health or related fields, corresponding to the activities carried out (psychology, nutrition, sociology, etc.)
- b) Experience: minimum 10 years of relevant experience in the field of studies completed, or in specialized activities in the field of health/professional practice/research/teaching.
- c) Skills: educational design, development of teaching methodologies, drafting of support materials, integration of adult learning principles.
- d) Foreign languages: English – intermediate level.

Project activities:

- Integrates elements of educational methodology into the tool development process.

- Contributes to the pedagogical structuring of the tool's content to support its use in training.
- Collaborates with scientific experts and tool coordinators to align with educational objectives.
- Ensures the educational consistency of the resulting materials and their compatibility with accredited training programs.
- Participates in working meetings for the development and validation of the specific tool.
- Within the first 5 days of each calendar month, prepares and submits to the manager the activity report and timesheet for the activity carried out in the previous month.

Contract duration: 7 months

Maximum hours/month: 70 hours

In order to participate in the competition, candidates must submit their application files by **10.03.2026, 4 p.m.**, to the Human Resources Department, Victor Babeş 8, contact person Dan Andreea.

Contents of the application file:

- a) Application for enrollment in the recruitment and selection process (standard application form attached to the recruitment and selection announcement – shall include the name of the position for which the candidate is applying);
- b) CV, dated and signed on each page, in Europass format, mentioning the project and position sought by the candidate;
- c) Certified copies of the identity document or any other document proving identity, in accordance with the law, as applicable (certification shall be carried out by comparing the copies with the original documents by the secretary of the committee);
- d) Certified copies of identity documents and educational documents (certification will be carried out by comparing the copies with the originals by the secretary of the commission);
- e) Original certificates/diplomas/certificates attesting to specializations (originals are required for certification);
- f) Supporting documents attesting to seniority in work and/or in the field of study, respectively attesting to the specific professional experience required for the position (e.g., certificates of seniority in work and in the field of study, employment contracts, job descriptions, recommendations, etc.), certified copies of the originals;
- g) Criminal record or a sworn statement that the candidate has no criminal record that would make them incompatible with the position for which they are applying; the criminal record must be submitted by the successful candidate within 10 working days of the publication of the final result of the recruitment and selection process;
- h) Medical certificate attesting to the candidate's good health, issued no more than 6 months prior to the recruitment and selection procedure, by the candidate's family doctor or by the competent health authorities;
- i) Declaration of availability regarding the time allocated to the project, per day and per month;
- j) Agreement on the processing, handling, and storage of personal data.

Competition schedule

The competition will consist of two stages, as follows:

- **Stage 1:** Verification of the eligibility of the applications submitted by candidates. All CVs and other documents submitted will be analyzed using the recruitment and selection grid.

On **March 11, 2026**, the selection committee will post the results of the application evaluation and the interview schedule on the website www.umfcluj.ro, with the mention "admitted" or "rejected."

- **Stage 2:** Interview.

The candidates' knowledge and/or skills will be assessed through individual interviews. The interview will take place on **March 13 2026**, according to the interview schedule drawn up by the recruitment and selection committee on the day of this test, based on the evaluation criteria. The maximum possible score awarded to a candidate will be 100 points, and the minimum acceptable score will be 60 points.

The candidates' results at the interview stage represent the arithmetic mean of the scores awarded by the committee members and will be published on the website www.umfcluj.ro on **March 13, 2026**.

Resolution of appeals:

Any appeals must be submitted within one working day of the publication of the results of the selection of applications and/or interviews, except in the case of mandatory rest days (Saturday and Sunday) or public holidays, in which case the deadline is extended to the first working day following publication. Appeals will be resolved by the Appeals Committee and posted on the website www.umfcluj.ro on **March 12, 2026**, for the selection of applications, and on **March 16, 2026**, for the interview.

The score awarded after appeals is final.

The final result will be posted on the website www.umfcluj.ro on **17.03.2026**.