Project manager in the Operations section (job n° 113999)

Local agents

The Delegation of the European Union to the Republic of Moldova is looking for a Project manager in the Operations section (job n° 113999)

We are

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

We offer

We offer a permanent post as Project manager to monitor, report, coordinate and manage, under the supervision of the Head of Operations Section, the implementation of projects and programs of development assistance and of financial and technical cooperation. Areas covered by the project officer: coordination of planning, implementation, monitoring, sectoral reporting and evaluation and follow-up of the country programmes and other projects (regional and thematic). Management and monitoring of specific projects. Occasional other tasks in the interest of service and attributed by the Head of Delegation or the Head of Operations Section and their substitutes can also be required.

Duration: indefinite contract subject to a successful probation period.

Place of employment: EU Delegation in Chisinau, Republic of Moldova.

Working hours: 37.5 hours/week.

Local Agent position: Group I.

Minimum Monthly Basic gross salary: 1.615 Euro.

We offer a competitive progressive career in an international environment. Benefits, such as an additional pension scheme and complementary medical insurance, are offered to employees and their families under certain conditions.

We look for motivated candidates who can demonstrate the following:

Qualifications: Recognised University Degree Education
**Professional experience:** at least 2 years in one of the domains: Aid and Project Management, EU policies and Politics (general), Budget and Finance, (Business) Management and Planning.  
- Experience of project management is an asset.  
- Experience in an international environment is an asset.  
- Experience in public communication is an asset.

**Knowledge:**

- Excellent PC skills, particularly with Microsoft Office, Excel, Power point, etc.

**Competences:**

- Ability to communicate in meetings and to present issues to an audience.  
- Capacity to communicate technical or specialised information.  
- Capacity to analyse and process financial data.  
- Drafting skills.  
- Negotiation skills.  
- Diplomatic skills.

**Languages:**

Good working level of English and Romanian, Russian an advantage.

**A full job-description is attached to this vacancy announcement**

[Job Decsription.pdf](#)

**How to apply**

Please send your application and supporting documents to Delegation-moldova-jobs@eeas.europa.eu clearly indicating for which post you apply. The package should include a short cover letter in English and a detailed CV using the English language template available at:

Shortlisted candidates will be invited for a job interview and a written test.

**Citizenship**

This post is a local-agent post. Applicants must be citizens of Moldova or have valid work and residence permits.

**Deadline for submission**

17.08.2018 by 18:00h local time.

**Additional information**

For additional information, please contact Mr Aneil SINGH at Aneil.singh@eeas.europa.eu.