Project Assistant in the Operations section (job n° 302757)

Local agents

The Delegation of the European Union to the Republic of Moldova is looking for a Project Assistant in the Operations section job n° 302757

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 Assistant to provide assistance in effective and efficient programming and implementation of financial assistance in the area of communication and visibility of the European Union (EU) in Moldova.

Under the supervision of the Head of Operations Section, the selected candidate will contribute to improve the visibility and communication of the European Union (EU) in Moldova.

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 II.

Minimum Monthly Basic gross salary: 1.123 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


- Experience of project assistance is an asset.
- Experience in an international environment is an asset.

Knowledge:

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

Competences:

- Ability to communicate in meetings;
- Capacity to communicate technical or specialised information;
- Capacity to present issues to an audience;
- Drafting 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 description post no. 302757

How to apply

Please send your application[1] 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

5th April 2019 by 18:00 h local time.

Additional information

For additional information, please contact Mr Marco GEMMER at Marco.Gemmer@eeas.europa.eu.
Your personal data is processed in accordance with Regulation (EC) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union Institutions, Bodies, Offices and Agencies and on the free movement of such data, and repealing Regulation (EC) Nº 45/2001 and Decision Nº 1247/2002/EC as of 11 December 2018, aligned with provisions of the General Data Protection Regulation / Reg. (EU) 2016/679. All data of personal nature – data that can identify you directly or indirectly – is handled with the necessary care.