



Job Description for Project Officer

Employer

EU Delegation	MOLDOVA
Location	12, M. Kogalniceanu street, MD-2001, Chisinau, Republic of Moldova

Job description

Group	LA Group I
e-Del-HRM and Sysper2 references	46559 (e-Del-HRM) – 113998 (Sysper)
Section in the organisation chart	Operations section
Next hierarchical superior (who to report to)	Reporting to the Head of Operations section
Working hours	Full time - 37.5 hours/week
Working environment/conditions	N/A
Job objective	<p>To advise on 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 manager: Economic development, in particular: ICT, Intellectual Property, Competition, Consumer Protection, Standardisation, Employment and Social Cohesion.</p> <p>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 in the field of Private Sector Development, including SMEs, Trade and Customs.</p>
Main Tasks	<p>POLICY ANALYSIS - Sector analysis, strategy formulation and programming</p> <ul style="list-style-type: none">- Support policy dialogue with all relevant ministries, agencies, donors and other relevant stakeholders in all areas of concern.- Contribute to sector analysis and to the definition of a sector strategy for the European Community, e.g.: Association Agenda, Single Support Framework, ENI Annual Action Programmes for Moldova in the areas mentioned above, National ENI mid-term- and end-reviews, ENI planning, etc. <p>INTERNAL COMMUNICATION (general) - Sectoral reporting to Headquarters</p> <ul style="list-style-type: none">- Observe, monitor and report regularly and in timely fashion (including early warnings on potential disputes) to Delegation hierarchy and Headquarters on sectorial issues, as well as in response to any specific requests.- Contribute to drafting of the annual progress reports on the EU – Moldova Association Agreement, working documents of the EU - Moldova Committees and Sub-Committees under the EU-Moldova Association Agreement, Association Agenda its potential successor document, and similar documents; Draft minutes on request of hierarchy.

PROGRAM / PROCESS/ PROJECT MANAGEMENT - Delegation's project cycle management

- Contribute to the programming, identification and appraisal in close cooperation with the beneficiary institutions in Moldova, if and when such programmes are decided in the programming process.
- Contribute to all aspects of the procurement process (drafting Terms of Reference, launching tenders, etc.).
- Monitor ongoing projects, attend management and monitoring meetings, elaborate progress reports on projects and propose action if and when needed and evaluate projects.
- Maintain contacts with other donors active in the host country.
- Initiating and give a visa on documents and dossiers ('signataires') where required.
- Encode in CRIS and give the appropriate visa (ENCOD, GESTOPE).

PROJECT MANAGEMENT - Preparation and follow up of calls for tender

- Assist in launching, managing and monitoring calls for proposals, tenders, evaluation and selection of projects.
- Ensure the follow-up of the implementation of projects and the performance of project managers and partners, monitor contractual obligations (via periodic reviews, audits, reporting and assistance, etc.) and gather and handle external expertise.
- Deal with horizontal activities, concertation and networking aspects of the programme and its projects.
- Encode and update the files in CRIS, MIS, ARES and other relevant IT systems..

REPRESENTATION, NEGOTIATION and PARTICIPATION – Representation, negotiation, participation of the Delegation

- Maintain good and effective contacts with the local operators in the field, with the national authorities and institutions, with representatives of the diplomatic missions of the Member States, with representatives of the principal international donors, with NGOs and other local non-official donors.
- Prepare and assist in missions from Headquarters.

EXTERNAL COMMUNICATION (general) - Communication relating to programme and projects

- Produce and disseminate the results of projects at workshops, seminars, conferences and other public events.
- Extract and disseminate best practices and facilitate exchange of experiences.
- Contribute to the production of publications.

DOCUMENT MANAGEMENT

- In line with administrative rules and guidance from SG regarding documents management, ensure that all official documents under your responsibility are registered, file and stored in the appropriate systems (ARES, CRIS) and can be found easily.
- Ensure the registration in ARES (using the Areslook tool) of all incoming/outgoing mails considered as important and official. Ensure their filing in the appropriate ARES folder.

Knowledge	<ul style="list-style-type: none"> • BUDGET, FINANCE, CONTRACTS and ACCOUNTING <ul style="list-style-type: none"> ◦ PROCUREMENT and CONTRACT MANAGEMENT <ul style="list-style-type: none"> ▪ Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters ▪ Calls for proposals and evaluation/selection process ▪ Public procurement and financial subsidies • PROGRAM / PROCESS / PROJECT MANAGEMENT <ul style="list-style-type: none"> ◦ PROJECT MANAGEMENT <ul style="list-style-type: none"> ▪ Project monitoring methods and techniques • INTERNATIONAL RELATIONS (generic) <ul style="list-style-type: none"> ◦ Multilateral international agreements and negotiation methods and procedures ◦ External relations
Personal skills/Competences	<ul style="list-style-type: none"> • Analysing and Problem Solving <ul style="list-style-type: none"> ◦ Ability to conceptualise problems, identify and implement solutions ◦ Capacity to analyse and structure information • Communicating <ul style="list-style-type: none"> ◦ Ability to communicate in meetings ◦ Capacity to communicate technical or specialised information ◦ Capacity to present issues to an audience ◦ Drafting skills ◦ Negotiation skills • Delivering Quality and Results <ul style="list-style-type: none"> ◦ Ability to monitor resources • Prioritising and Organising <ul style="list-style-type: none"> ◦ Capacity to deliver in a structured way ◦ Planning capacity • Working with Others <ul style="list-style-type: none"> ◦ Diplomatic skills ◦ Knowledge sharing ◦ Sociability skills • Leadership <ul style="list-style-type: none"> ◦ Capacity to plan and manage resources
Minimum physical requirements	N/A

Job specifications

	Required	Appreciated
Qualifications	Recognised University Degree Education	
Professional experience	Program/Progress/Project Management, Economics, Private Sector. Job-Related experience: minimum 2 years.	Experience in an international environment is an asset.
Knowledge of languages	<u>State language of Moldova:</u> Listening: C2 Reading: C2 Spoken interaction: C2 Spoken production: C2 Writing: C2 <u>English:</u> Listening: C1 Reading: C1 Spoken interaction: C1 Spoken production: C1 Writing: C1	Russian an advantage.
Knowledge of IT tools	Excellent PC skills, particularly with Microsoft Office, Excel, Power point, etc.	