EUROPEAN UNION

Job Description for Project assistant

Employer

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

Job description

Group	LA Group II
e-Del-HRM and Sysper2 references	98003 (e-Del-HRM) – 302757 (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	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.
Main Tasks	**PROGRAM / PROCESS / PROJECT MANAGEMENT -** Delegation's project cycle management - To assist the programming, identification and appraisal in close cooperation with the beneficiary institutions in Moldova. - Give support in all aspects of the procurement process for drafting Terms of Reference, launching tenders, evaluating the bids, preparing the contracting file. - Provide support in monitoring ongoing projects, attend management and monitoring meeting, elaborate progress report on projects and propose action if and when needed. - Encode and update the files in CRIS and give the appropriate visa (GESTOPE). Provide "certified correct" for payments Maintain contacts with other development partners on communication and visibility issues. **EXTERNAL COMMUNICATION (general) -** Communication relating to programme and projects - Support to EU communication activities, as directed. - Contribute to writing of briefings and speeches. - Contribute to the preparation and distribution of press releases, features, public statements and other material on EU affairs and the work of the Delegation for the media. Support in the organization of media and public events (press briefings, press conferences, press and TV interviews, information seminars etc.).

	- Contribute to production and dissemination of project results at workshops, seminars, conferences and other public events. Contribute to the production of publication Extract and disseminate best practices and facilitate exchange of experiences. - Contribute to the maintenance of the Delegation's website based on regular input from the various sections of the Delegation as well as material available from/in EU institutions. Contribute to social media maintenance and development as a means of strengthening EU visibility and improvement of transparency. - Support operation sections when needed to ensure that assistance projects implement the visibility guidelines. **INTERNAL COMMUNICATION (general) -** Sectoral reporting to HQ - Contribute to observe, monitor and report regularly and in timely fashion (including early warnings on potential disputes) on sectoral issues, as well as in response to any specific requests. - Within the framework of the Staff Regulation, to carry out tasks linked to the job description as instructed by his/her superior(s). **DOCUMENT MANAGEMENT - Document management** - In line with administrative rules and guidance from SG regarding document management, ensure that all official documents under your responsibility are registered, filed 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 or official. Ensure their filing in the appropriate Ares folder.
Knowledge	• **BUDGET, FINANCE, CONTRACTS and ACCOUNTING** ◦ PROCUREMENT and CONTRACT MANAGEMENT • **INFORMATION and COMMUNICATION TECHNOLOGIES** • **IT TOOLS for SPECIFIC APPLICATION AREAS** ◦ IT tools and systems for COMMUNICATION and PUBLICATION
Personal skills/Competences	• **Analysing and Problem Solving** ◦ Capacity to analyse and structure information • **Communicating** ◦ Ability to communicate in meetings ◦ Capacity to communicate technical or specialised information ◦ Capacity to present issues to an audience ◦ Drafting skills • **Prioritising and Organising** ◦ Capacity to deliver in a structured way • **Working with Others** ◦ Ability to work in a team ◦ Knowledge sharing ◦ Sociability skills
Minimum physical requirements	N/A

Job specifications

	Required	**Appreciated**
Qualifications	Recognised University Degree Education	
Professional experience	Social media, Communication and Publication, External Communication (general). Job-Related experience: minimum 2 years.	- Experience of projects assistance is an asset. - Experience in an international environment is an asset.

Knowledge of languages	State language of Moldova: Listening: C2 Reading: C2 Spoken interaction: C2 Spoken production: C2 Writing: C2 English: 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.	