



Support to the
Competition Council
in the Republic of Moldova



EuropeAid/136194/DH/SER/MD

Vacancy Office Manager (f/m) for EU financed Project on Competition in Chisinau, Moldova

For the recently started EU project “**Support to the Competition Council in Moldova**” ENPI/2015/367-197 (EuropeAid/136194/DH/SER/MD/3 – Re-launch) the position for an **Office Manager** for assisting the Project Team of international and local experts has to be filled. The project Consortium is led by the Italian firm “Archidata”, located with a subsidiary in Bucharest, Romania.

Duration: The position is contracted within a fixed contract term starting immediately and terminated end November 2017 (Project term)

Duty Station: Council of Competition, Chisinau, Moldova

Project Director: Ms. Andreea Comşa, Archidata, Bucharest

Organisational setting: The Office Manager will work under the direct supervision of the Team Leader (German) and in cooperation with the Project key experts and short term experts

Education and skills:

- Higher education: University degree in economics or law or other relevant fields;
- Fluency in English; Romanian/Russian language required;
- Translator certificate for English and knowledge in the field of competition policy and law would be an advantage

Professional experience:

- Experience in at least one EU funded project and knowledge of all particular administrative rules governing the implementation of such project.

Job description

- Carrying out the project financial management, including all bookkeeping tasks;
- Filing requests for approvals with the EU Delegation;
- Organizing travel requirement of experts, staff of the Competition Council and other logistics;
- Events management, including the organisation of seminars, roundtables, conferences, meetings of all kinds;
- Organizing and maintain project files;
- Close communication and correspondence with the Consortium, the beneficiary, project counterparts and other related persons;
- Ensure translation/interpretation (Romanian/Russian and English as working language);
- Compiling reports and other documents for events

Submission procedure

All CVs should be sent until **10th of January** to the address of Mrs. Mirela Chiriac with the e-mail address: chiriacmirela@gmail.com, with the reference “Office manager” in the subject line.

Bd. Stefan cel Mare si Sfint, nr. 73/1, Chisinau, MD-2001, Republica Moldova
Tel : (+373 22) 273-443

