

Position Name: Project Manager	Employment Regime: Seconded	
Ref. Number: MOL 19*, MOL 20* (2 posts)	Location: Chisinau	Availability: 24 July 2023
Component/Department/Unit: Operations Department/ Project Cell	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Project Management Officer reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To ensure that project proposals are in line with the Mission's Implementation Program (MIP) and are properly coordinated within the Mission and with external stakeholders;
- To support and facilitate the Mission's operational elements and managers in project planning/development and coordinate the implementation of the Mission projects with other stakeholders;
- To establish and maintain contacts with International Organisations and Non-Governmental Organisations to identify potential project partners;
- To assess project proposals and make recommendations on feasibility and sustainability of projects in cooperation with the Finance and Procurement, operational elements and Heads of Components as appropriate;
- To advise the Mission in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To ensure project proposals are in line with Mission programmes and coordinated internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To develop the mission project database and maintain the Mission project history and ongoing activities record;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree OR equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Teamwork skills;
- Time management skills;
- Problem solving skills;
- Project management skills;
- English Language skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU Financial Regulations;
- Knowledge of Romanian or/and Russian language.