



Support to the  
Competition Council  
in the Republic of Moldova



EuropeAid/136194/DH/SER/MD

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**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) 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 company “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**

CVs should be sent until **29<sup>th</sup> of January** to Mrs. Mirela Chiriac at the e-mail address: [chiriacmirela@gmail.com](mailto:chiriacmirela@gmail.com), with the reference “Office manager” in the subject line.

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