

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Partnership Mission in Moldova EUPM Moldova 2-2025 Call for Contributions Requirements and Job Descriptions				
Organisation:	European Union Partnership Mission in Moldova			
Job location:	As indicated below			
Employment regime:	As indicated below			
Job titles/ vacancy notice:	Ref.:	Name of the post:	Location:	Availability:
	<u>Seconded (10)</u>			
	MOL 15	Head of Crisis Management Component	Chisinau, Moldova	ASAP
	MOL 35*	Verification Officer	Chisinau, Moldova	01 October 2025
	MOL 41	Strategic Adviser on Legislative Matters	Chisinau, Moldova	ASAP
	MOL 42	Liaison and Coordination Officer	Chisinau, Moldova	ASAP
	MOL 43	IT Project Manager	Chisinau, Moldova	ASAP
	MOL 44	Head of Project Cell	Chisinau, Moldova	ASAP



MD-Civilian Operations Headquarters (CivOpsHQ)
 European External Action Service (EEAS)
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	MOL 46	Head of Human Resources	Chisinau, Moldova	ASAP
	MOL 47	Human Resources Officer	Chisinau, Moldova	ASAP
	MOL 48	Senior Planning, Reporting and Evaluation Officer	Chisinau, Moldova	ASAP
	MOL 49	Human Rights, Gender and Civil Society Adviser	Chisinau, Moldova	ASAP
Deadline for applications:	Monday, 18 AUGUST 2025 at 17:00 (Brussels time)			
Applications must be submitted to:	<p>1) You have the nationality of an EU Member State: you must use Goalkeeper to apply:</p> <p>a) You are already registered on Goalkeeper AND you have an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web</p> <p>b) You do not have a Goalkeeper account or an EU Login: https://goalkeeper.eeas.europa.eu/registrar/web/DPA/357/details.do</p> <p>Only seconded nationals of a non-EU Contributing Third State can be proposed by their National Seconding Authority (no personal applications will be considered): Please contact your seconding authority to send them your application form.</p> <p>Please note: <i>Seconded positions are only available for candidates already validated in the database of their Seconding Authority. Please contact your National Seconding Authority for more information on applying for vacant seconded positions. We cannot provide contact details of National Seconding Authorities.</i></p>			
Information:	<p>For more information relating to selection and recruitment, please contact the Civilian Operations Headquarters (CivOpsHQ):</p> <p>Mr Thomas KRUEGER CIVOPSHQ-HR-EUPM-MOLDOVA@eeas.europa.eu +32 (0)2 584 5920</p>			

*MOL 35 Availability is subject to the end of Mission confirmation/resignation

Low and/or Medium Risk Non-Family Mission

European Union Partnership Mission in Moldova bears a Low and Medium Risk Non-Family Mission status. As such, the Mission takes no responsibility for family members of mission members visiting or habitually residing in the country. Only international mission members are

covered by the Mission status (SOMA), MEDEVAC or security/evacuation arrangements and use of Mission assets including vehicles. All costs for family members in the Mission area, including insurance, are the respective staff member responsibility. Subject to deterioration of the security situation and possible evolution of the SIAC risk rating, the Head of Mission will propose, in consultation with the EEAS Security Department, to the Civilian Operation Commander, to take measures to change the application of the Low and/or Medium Risk Non-Family status into High Risk Non-Family status.

Seconded personnel – For seconded positions, only personnel nominations received through official channels from EU Member States will be considered. EU Member States will bear all personnel-related costs for seconded personnel, including salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted personnel – The Mission may recruit international staff on a contractual basis as required through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of duty/contract period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that EU Member States and Contributing Third States (Contributing States) propose candidates for the following international expert positions for EUPM Moldova, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Candidates must have a citizenship of an EU Member State or of a Contributing Third State.

Integrity – Candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Selected candidates are not allowed to provide or discuss any information or document as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. They shall carry out their duties and act in the interest of the Mission.

Flexibility and adaptability – Candidates must be able to work in arduous conditions with a limited network of support, with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – Candidates must be able to undertake any other tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

Physical and mental health – Candidates must be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance in the Mission and in its Area of Operation. Selected candidates should undergo an extensive medical examination as requested by the seconding authority or the Mission in accordance with “Fit to work clearance” procedure prior to recruitment/deployment to prove that they comply with the requirement.

To ensure duty of care in the CSDP Mission, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

Education and training – Candidates should have a recognised qualification under the European Qualifications Framework (EQF), or equivalent, at a level specified in the individual job descriptions. Candidates are advised to verify their compliance through the link: <https://ec.europa.eu/ploteus/content/descriptors-page>.

Knowledge – Candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Skills and abilities

Language skills – Candidates must have the understanding, speaking, and writing proficiency in the working languages of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions. The Mission may seek to facilitate language training and where appropriate, specialist language training, for newly recruited mission staff members. Candidates are advised to verify their proficiency through the following link: <https://europa.eu/europass/en/common-european-framework-reference>.

Communication and interpersonal skills – Candidates must have excellent interpersonal and communication skills, both written and oral.

Organisational skills – Candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

Digital skills – Candidates must have basic digital skills in the competency areas: information and data literacy, communication and collaboration, digital content creation, safety and problem solving. Candidates are advised to verify their proficiency through the following link: <https://digital-strategy.ec.europa.eu/en/news/test-your-digital-skills-and-thrive-digital-world>.

Driving skills – Candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II.B Desirable requirements

Knowledge of the Mission area – Candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures, as applicable.

Knowledge and experience of Security Sector Reform – Candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area, as applicable.

Training and experience – Candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Knowledge of local language(s), depending on the job tasks and responsibilities.

Driving licence – Category C driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – Selected candidates must have a biometric passport from their respective national authorities valid for at least six months. If possible, a Service Passport or Diplomatic Passport should be issued.

Visas – Contributing States and selected candidates must ensure that visas are obtained for entry into the Mission area prior to departure from their home country. It is also essential to obtain any transit visas, which may be required for passage through countries on route to the Mission.

Education diploma(s)/certificate(s) and/or professional certificate(s) – Selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up their duties.

Required Personnel Security Clearance (PSC) or Certificate of Good Conduct – Selected candidates will have to be in possession of the necessary level of a Personnel Security Clearance (PSC) as specified in the respective job descriptions. In case of lack of such requirement in the job description, selected candidates are required to present a valid official document from their respective country's competent National Authority confirming the lack of convictions for crimes or offences under common law, not older than 3 months (the so-called **Certificate of Good Conduct**).

In case of the PSC requirement: seconded experts must provide the original certificate of the national security clearance or a proof of the initiation of the process upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. Please note that the role of the Mission is limited to initiation of the process and the Mission declines all responsibility regarding its final outcome.

In any case, the final PSC certificate must be presented within 12 months from the deployment. Failing to meet this requirement will result in the termination of the secondment/contract and no extension can be granted. Please note that Heads of Mission, Deputy Heads of Mission and Senior Mission Security Officers must always provide a valid PSC upon their deployment – a proof of initiation of the PSC is not accepted.

In case of the **Certificate of Good Conduct**, seconded experts must deliver such a certificate to their respective Seconding Authority. Contracted experts must deliver such a certificate to

the Mission's Human Resources before their deployment. In case of possession of multiple nationalities, or if a candidate has or had his/her residence in a country, which is not his/her country of origin, a certificate must be issued by every country where the selected candidate has had his/her residence for a period longer than 1 year during the last 5 years preceding the deployment (except if he/she resided there prior to reaching the age of 18 years).

For Contributing Third States selected candidates, an equivalence to access to the required level of EUCI will be delivered on the basis of Security of Information Agreement or Administrative Arrangements with EU or, in their absence, on the basis of the Framework Participation Agreements.

Certificate/booklet of vaccination – Selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They also must be vaccinated according to the required immunisations for the Area of Operation of the Mission.

Medical certificate – Selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty. A dental examination is also required to certify that no eminent dental issues are foreseen.

For selected contracted candidates, in compliance with "Fit to work clearance procedure", a copy of the result of the medical examinations as well as the fitness to work certificate, for seconded selected candidate, the fitness to work certificate must be sent to the Medical Adviser of the Mission before joining the Mission. Medical data will be handled with confidentiality and in line with EU Charter of Fundamental Rights and the Standard Operating Procedure on the protection of personal data (CivOpsCdr Instruction 12-2018 as amended.)

The Heads of Mission reserve the right to reject the recruitment of any selected candidate that proves to be medically unfit to work in a civilian CSDP Mission.

Personal protection equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

Deficiencies in any of the documents requested for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Equal opportunities – The Mission is committed to an equal opportunities policy for all its staff and candidates, promoting gender equality and to preventing discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds and from the broadest possible geographical basis amongst the EU Member States. It aims at a service, which is truly representative of society, where each staff member feels respected, is able to give their best and can develop their full potential.

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with EU policy and UNSCR 1325 on Women, Peace and Security (WPS). The CivOpsHQ encourages the EU Member States, European Institutions and the European External Action Service to take this into account when putting forward candidates at all levels.

Application form – Applications will be considered only when using the online application form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the dedicated application form returned in Word format.

Selection process – Candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by video conference before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the Contributing States will bear any related costs. Candidates should be selected on the basis of relevant competence and experience, while strict priority shall be given to seconded candidates. Contracted candidates will be selected only on exceptional basis.

Information on the outcome – Contributing States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Training – The selected candidates should complete Missionwise and e-SAFE modules, which are designed for the delegations or an equivalent course. The modules can be accessed in the following link: <https://webgate.ec.europa.eu/eeas/security-e-learning>.

Pre-Deployment Training (PDT) – The selected candidates must have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy, or a national alternative of the course.

Code of Conduct – As part of the PDT, the selected candidates must complete the session about the Code of Conduct and Disciplinary Procedure for civilian EU CSDP Missions, also complete the e-learning module on the Code of Conduct prior to their deployment and provide the mission with the course certificate which is kept in their personal file.

Data protection – The EEAS, and its Department CivOpsHQ, processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions, bodies, offices and agencies and on the free movement of such data. The Privacy Statement is available on the EEAS website.

V. JOB DESCRIPTIONS

The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operational Plan (OPLAN).

SECONDED POSITIONS

Position Name: Head of Crisis Management Component	Employment Regime: Seconded	
Ref. Number: MOL 15	Location: Chisinau, Moldova	Availability: ASAP
Component/Department/Unit: Operations Department/ Crisis Management Component	Security Clearance Level:	Open to Contributing Third States: No

1. Reporting Line:

The Head of Crisis Management Component reports to the Head of Operations.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the work and staff of the Component in the implementation of the Mission mandate as set out in the OPLAN and relevant planning documents;
- To oversee the Component's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of relevant Mission operational requirements;
- To ensure consistency and sustainability of the Mission operational activities over time;
- To oversee the Component's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Components and advisers;
- To manage and coordinate the work of the Visiting Experts and Specialised Teams assigned to the Component;
- To maintain necessary contacts and build relationships with relevant local counterparts and international actors in the field of responsibility;
- To act as the representative of the Component with external interlocutors as required;
- To support the development of the local authorities in the field of Civilian Security Sector Reform;
- To deputise for the Head of Operations when so appointed by the Head of Operations;
- To identify, manage and report the risks arising from the specific processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms;
- To coordinate the work of staff in the field of improving the resilience of Moldovan crisis management structures.

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 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 7 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 3 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish plans, and review priorities;
- Ability to communicate and engage with senior officials and governmental decision makers.

6. Desirable Qualifications and Experience:

- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Romanian or/and Russian language.

Position Name: Verification Officer	Employment Regime: Seconded	
Ref. Number: MOL 35*	Location: Chisinau, Moldova	Availability: 1 October 2025
Component/Department/Unit: Head of Mission Office	Security Clearance Level:	Open to Contributing Third States: No

1. Reporting Line

The Verification Officer reports to the Head of Mission and is independent of the Head of Mission Support.

2. Main Tasks and Responsibilities:

- To execute ex-ante checks put in place by the Authorising Officer, in coordination with Finance, Procurement and Human Resources Units and other Mission Units;
- To ensure each expense is in line with criteria of eligibility and requirements referred to in the applicable regulations;
- To verify, in accordance with the provisions of the ex-post regimen, that the Mission procurement procedures are conducted in line with the applicable rules;
- To inform project managers/task officers on the authorising and validation process;
- To contribute to the training of Mission members as required;

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:

- Analytical, research and problem-solving skills;
- Proficiency in at least one accounting software and Microsoft applications especially Excel;
- Attention to detail and ensure reliability and accuracy in the delivery of tasks;

6. Desirable Qualifications and Experience:

- Degree or certificate in economics/business or public administration /management/ accounting or other related field;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Good knowledge and/or experience in strategic management and/or public administration;
- Knowledge of Romanian or/and Russian language.

* MOL 35 Availibility of post is subject to the End of Mission confirmation/resignation

Position Name:	Employment Regime: Seconded	
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Strategic Adviser on Legislative Matters		
Ref. Number: MOL 41	Location: Chisinau, Moldova	Availability: ASAP
Component/Department/Unit: Crisis Management Component/Operations	Security Clearance Level:	Open to Contributing Third States: Yes

1. Reporting Line:

The Strategic Adviser on Legislative Matters reports to the Head of Crisis Management Component.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan by advising and mentoring national counterparts on the strategic and operational level;
- To support the Mission in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and propose relevant solutions, including through the development and implementation of projects;
- Provide analysis and recommendations to the relevant local counterparts in the area of responsibility;
- Be embedded within a local institution, when relevant;
- To ensure timely reporting on activities as per planning documents;
- To establish and maintain relationships with relevant national counterparts as well as with international organisations as relevant;
- To liaise closely with other Mission operational and other relevant functions, including advisers and project managers;
- To design and deliver training;
- To identify and assess opportunities for new projects, including those eligible for external funding, in the area of responsibility;
- To assist relevant Moldovan counterparts in the development of a legislative framework for security sector reform, in particular with the aim of bringing Moldovan legislation related to national security and crisis management in line with EU standards;
- To advise and support relevant Moldovan counterparts on the drafting of regulations, laws, memoranda and explanatory notes in the field of national security, crisis management and related legal framework;
- To support the Mission's efforts in advising relevant Moldovan counterparts on parliamentary oversight mechanisms, as well as the role of civil society;
- To conduct legal research and analysis, in particular assessing Moldova's crisis management and monitoring the related international legal framework;
- To provide advice to and support to relevant Moldovan counterparts in the implementation of laws and regulations and the implementation of initiatives in the area of expertise, in coordination with relevant EU Member States and EU entities.

3. General Tasks and Responsibilities:

- To identify, assess and report on legislative or procedural gaps, lessons learned and good practices within the respective area of responsibility;
- To contribute to and ensure timely reporting on activities within the area of responsibility;
- To integrate gender equality and human rights considerations into all tasks and decision-making processes;
- To undertake any other related tasks as requested by the Line Manager.

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 second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor, advise and motivate national counterparts;
- Knowledge of legislative processes;
- Expertise in assessment procedures, drafting recommendations and implementation plans;
- Strong organisational skills, including the ability to plan and prioritise tasks and activities;
- Ability to work collaboratively and effectively within a diverse and multicultural team.

6. Desirable Qualifications and Experience:

- Experience in the handling of sensitive and confidential information, ensuring compliance with data protection standards.
- International experience, particularly in security and/or crisis areas with multinational and international organisations;
- Knowledge of the EU acquis/EU accession;
- Experience in advising at a strategic level, both orally and in writing.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Parliamentary oversight mechanisms;
- Knowledge of Romanian and/or Russian Language.

Position Name: Liaison and Coordination Officer	Employment Regime: Seconded	
Ref. Number: MOL 42	Location: Chisinau, Moldova	Availability: ASAP
Component/Department/Unit: Operations/Project Cell	Security Clearance Level:	Open to Contributing Third States: Yes

1. Reporting Line

The Liaison and Coordination Officer reports to the Head of Operations and will be administratively coordinated through the Head of Project Cell.

2. Main Tasks and Responsibilities:

- Under the strategic direction of the Head of Operations and the operational guidance of the Head of Project Cell, actively contribute to the coherent planning and implementation of the coordination and cooperation activities of the Mission, particularly in relation to the implementation of mission projects and activities;
- To contribute to the development of the Mission Implementation Plan with a focus on the cooperation and coordination activities and monitor its execution through analysis, reporting, and evaluation;
- To map and assess the Moldovan donor landscape, including international, bilateral and multilateral projects and initiatives with the aim to enhance cooperation with the international and national stakeholders;
- To identify and assess opportunities for new projects, including those eligible for external funding;
- To facilitate the interaction between the Mission and bilateral and multilateral actors as well as national civil society elements;
- Support other Mission operational functions in the coordination with national counterpart institutions;
- To ensure that Mission activities are closely coordinated with EUDEL and other EU and international actors to achieve mutual awareness, a comprehensive approach and avoid duplication of interventions;
- To support the Mission contribution to the EU regional approach;
- To contribute to the development and review of relevant project and Mission documentation, including Standard Operational Procedures;
- To contribute to the training of Mission members as required.

3. General Tasks and Responsibilities:

- Identify, assess, and report on lessons learned and best practices within the area of responsibility;
- Contribute to and ensure timely reporting on activities within the area of responsibility.
- Integrate gender equality and human rights considerations into all tasks and decision-making processes;
- Undertake any other related tasks as requested by the Line Manager.

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 or relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Demonstrated coordination and liaison skills.
- Reporting skills;
- Strong organisational skills, including the ability to plan and prioritise tasks and activities;
- Ability to work collaboratively and effectively within a diverse and multicultural team;
- Ability to adapt to changing priorities and work under pressure;
- Excellent written and verbal communication skills in English.

6. Desirable Qualifications and Experience:

- Project management skills;
- International experience, preferably in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Romanian and/or Russian Language

Position Name: IT Project Manager	Employment Regime: Seconded	
Ref. Number: MOL 43	Location: Chisinau, Moldova	Availability: ASAP
Component/Department/Unit: Operations/Project Cell	Security Clearance Level:	Open to Contributing Third States: Yes

1. Reporting Line

The IT Project Manager reports to the Head of Project Cell.

2. Main Tasks and Responsibilities:

- To support the implementation of the Mission's projects, particularly in the IT cyber security area, in accordance with the Mission's Operation Plan (OPLAN) and relevant planning documents.
- To assess needs, develop, implement, manage, and evaluate projects that support the modernisation and strengthening of IT and network infrastructure and cyber security for Moldovan crisis management institutions, in close coordination with Mission Operations Advisors and relevant Moldovan stakeholders;
- To liaise with representatives from Moldovan partners, relevant international and non-governmental organisations on matters pertaining to the implementation of IT projects in support of national counterpart institutions.
- To support and contribute to the development of project documentation, including proposals, needs assessments, Terms of References, Technical Specifications, work plans, procurement documents, agreements etc.
- To contribute to the development and implementation of project management procedures and the Mission's project database, ensuring accurate records of project history, ongoing activities, post-project evaluations, and lessons learnt and risks throughout all project phases.
- To provide IT project management support to Operations Advisors and Mission Support elements throughout all the project phases (e.g. project planning, development, execution, monitoring, etc).
- To evaluate project proposals for IT feasibility and sustainability and provide recommendations in close collaboration with the Mission Support Department and Heads of Components.
- To oversee project deliverables to ensure compliance with project quality standards.
- To ensure transparency and compliance with EU rules and regulations in all project-related activities.

3. General Tasks and Responsibilities:

- Identify and report on lessons learned and best practices within the area of responsibility, ensuring these inform continuous improvement of project management procedures and activities.
- Contribute to and ensure timely reporting on activities within the area of responsibility.
- Integrate gender equality and human rights considerations into all tasks and decision-making processes.
- Undertake any other related tasks as requested by the Line Manager.

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:

- IT project management skills, as demonstrated by successful delivery of IT projects;
- Technical skills and hands-on experience in large IT systems, hardware, software, and network connectivity.
- Ability to work collaboratively and effectively within a diverse and multicultural team.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas with multinational and international organisations
- Experience in the handling of sensitive and confidential information, ensuring compliance with data protection standards.
- Project management certification (PM², PRINCE2, PMP, CAPM, etc.).
- Experience with the ITIL (Information Technology Information Library) best practices.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of hardware performance and specifications;
- Knowledge of Romanian and/or Russian Language.

Position Name: Head of Project Cell	Employment Regime: Seconded	
Ref. Number: MOL 44	Location: Chisinau, Moldova	Availability: ASAP
Component/Department/Unit: Operations/Project Cell	Security Clearance Level:	Open to Contributing Third States: No

1. Reporting Line:

The Head of Project Cell reports to the Head of Operations and supports the Heads of Components in the delivery of project-related activities.

2. Main Tasks and Responsibilities:

- To coordinate the activities and staff of the Project Cell to support the implementation of the Mission's projects in line with the Mission's Operation Plan (OPLAN) and relevant planning documents;
- To coordinate the development, updating, monitoring, evaluation, and reporting of the Mission's project portfolio, ensuring alignment with strategic objectives and the effective delivery of results;
- To facilitate project proposals and implementation within the Mission and with external stakeholders, providing support to operational elements and advisors in project planning, development, and execution;
- To assess project proposals for feasibility and sustainability, making recommendations in cooperation with the Mission Support Department and Heads of Components;
- To establish and maintain relationships with international and non-governmental organisations to identify potential project partners and funding opportunities;
- To develop, implement, and maintain robust project management procedures and the Mission's project database, ensuring accurate records of project history, ongoing activities, post-project evaluations, and effective identification, management, and reporting of lessons learned and risks throughout all project phases;
- To ensure transparency and compliance with EU rules and regulations in all project-related activities;
- To promote gender-responsive leadership and ensure gender and human rights mainstreaming in all aspects of mandate implementation.
- To uphold and enforce a strict zero-tolerance policy for misconduct, including all forms of harassment, discrimination, and abuse; proactively foster an equal, inclusive, and respectful work environment;
- To raise staff awareness of their rights, obligations, and standards of behaviour, including available formal and informal complaint and support mechanisms.

3. General Tasks and Responsibilities:

- To identify and report on lessons learned and best practices within the area of responsibility, ensuring these inform continuous improvement of project management procedures and activities;
- To contribute to and ensure timely reporting on activities within the area of responsibility;
- To integrate gender equality and human rights considerations into all tasks and decision-making processes;
- To undertake any other related tasks as requested by the Line Manager.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;
AND
- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Experience working with project management in CSDP missions,
- Solid project management skills;
- Ability to work collaboratively and effectively within a diverse and multicultural team;
- Demonstrated ability to coordinate, organise and support the work of team members;
- Strong organisational skills, including the ability to plan, prioritise, and review tasks and activities;
- Excellent written and verbal communication skills in English.

6. Desirable Qualifications and Experience:

- Project management certification (PM², PRINCE2, PMP, CAPM, etc.) ;
- Familiarity with monitoring and evaluation (M&E) methodologies.

7. Desirable Knowledge, Skills and Abilities:

- Familiar with EU Financial and Procurement (e.g. PRAG) Regulations;
- Experience in the handling of sensitive and confidential information, ensuring compliance with data protection standards;
- Knowledge of Romanian and/or Russian Language.

Position Name: Head of Human Resources	Employment Regime: Seconded	
Ref. Number: MOL 46	Location: Chisinau, Moldova	Availability: ASAP
Component/Department/Unit: Head of Mission/Human Resources	Security Clearance Level:	Open to Contributing Third States: No

1. Reporting Line

The Head of Human Resources reports to the Head of Mission.

2. Main Tasks and Responsibilities:

- To lead, manage and coordinate the staff and work of Human Resources Unit;
- To implement all Council/Commission/Civilian Operations Headquarters (CIVOPSHQ) legislation and instructions, set up and implement relevant Mission internal strategies, policies and procedures accordingly;
- To ensure effective and transparent Human Resources planning and recruitment in accordance with the CIVOPSHQ Instruction on Selection Procedures;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To consult with the CIVOPSHQ, the EU Commission (FPI) and the CIVOPSHQ 3 Point of Contact and ensure proper implementation of all relevant Human Resources tasks;
- To support and advise the Mission management at operational and strategic levels to implement the Mission mandate;
- To pay specific attention to the recruitment and induction of Visiting Experts and Specialized Teams, in line with the specific EUPM mandate;
- To ensure an effective and efficient Human Resources administration process, utilise the centralized IT tools Goalkeeper Registrar and Civilian Missions Application (CiMA) (HR database) in accordance with CIVOPSHQ procedures;
- To ensure Line Managers receive advice and support on Human Resources matters;
- To ensure effective training activities for Mission Members;
- To act as a key interlocutor with Mission Members and their representatives, National Contingent Leaders/National Points of Contact and senior management, on personnel issues;
- To plan and develop Human Resources related functions in all phases of the Mission (including downsizing), in accordance with the overall guidance from CIVOPSHQ;
- To identify, manage and report the risks arising from processes, systems and projects;
- To implement gender-responsive leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;

AND

- A minimum of 6 years of relevant professional experience, after having fulfilled the education requirements, out of which a minimum of 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Ability to establish, plan, and review priorities;
- People management skills and capacity to deal with different levels of stakeholders;
- Ability to adapt new and emerging technologies to address business operational needs.

6. Desirable Qualifications and Experience:

- University and/or Master's Degree in Human Resources management, leadership or management and/or an international certification in Human Resources management;
- Knowledge and/or experience in strategic management and/or public administration;
- International experience, particularly in crisis areas, with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Romanian and/or Russian language.

Position Name: Human Resources Officer	Employment Regime: Seconded	
Ref. Number: MOL 47	Location: Chisinau, Moldova	Availability: ASAP
Component/Department/Unit: Human Resources	Security Clearance Level:	Open to Contributing Third States: No

1. Reporting Line:

The Human Resources Officer reports to the Head of Human Resources.

2. Main Tasks and Responsibilities:

- To advise and assist Mission members on Human Resources policies and procedures;
- To cooperate closely with the CIVOPSHQ Point of Contact and follow up on guidance regarding all matters related to human resources management;
- To plan, prepare and implement end-to-end selection and recruitment processes;
- To prepare Calls for Contributions for international staff and organise Calls for Applications for local staff;
- To coordinate the extension process for eligible seconded staff prior to the launch of the Call for Contribution;
- To update job descriptions in line with the EU CSDP Civilian missions Job Descriptions Handbook in consultation with line managers and as approved by the CIVOPSHQ;
- To coordinate the selection and recruitment process:
 - managing vacancies and applications;
 - advising and training selection panels;
 - preparing selection reports;
 - participating in selection panels;
 - preparing, updating and maintaining the application and recruitment information databases (Application Tables);
 - preparing regular and ad-hoc quantitative and qualitative analysis and reports;
 - communicating with candidates;
 - conducting the grading of international contracted personnel;
- To coordinate the deployment of selected candidates and their redeployment in coordination with CIVOPSHQ, organise the check-in and check-out of Mission members, create and implement effective on boarding plans;
- To contribute to the development, implementation and follow-up of Human Resources strategies, plans and procedures in line with the approved CIVOPSHQ Human Resources policy;
- To conduct timely issuance and management of employment contracts for international and local staff;
- To pay specific attention to the recruitment and induction of Visiting Experts and Specialized Teams, in line with the specific EUPM mandate.
- To administer insurance portfolio for international and local staff;
- To administer the attendance, leave record, reimbursement of duty trips, temporary reallocations, home travel reimbursement, monthly payrolls systems and other relevant entitlements;
- To utilise the centralized IT tools such as CiMA (HR database) and Goalkeeper-Registrar;
- To support, inform, assist and advise on training and staff development;
- To implement a performance management approach in accordance with CIVOPSHQ policy, for monitoring, assessing and developing the performance of Mission members;
- To develop and implement tools for business continuity;

- To contribute to planning, setting up and developing Human Resources related functions in all phases of the Mission (including downsizing), in accordance with strategic guidance from CIVOPSHQ.

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:

- People management skills;
- Organisational skills and capacity to develop plans, policies and forecasts;
- Problem solving skills and capacity to deal with disputes, grievances and staffing issues;
- Influencing, persuading, coaching and negotiating skills.

6. Desirable Qualifications and Experience:

- International experience, particularly in crisis areas, with multinational and international organisations;
- Training and experience in MS Excel, Access and Visio and building databases with similar software.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Romanian and/or Russian Language.

Position Name: Senior Planning Reporting and Evaluation Officer (Team Leader)	Employment Regime: Seconded	
Ref. number: MOL 48	Location: Chisinau, Moldova	Availability: ASAP
Component/Department/Unit: Deputy Head of Mission/Chief of Staff Office/Planning, Reporting and Evaluation	Security Clearance Level:	Open to Contributing Third States: No

1. Reporting Line:

The Senior Planning, Reporting and Evaluation Officer (Team Leader) reports to the Deputy Head of Mission/Chief of Staff.

2. Main Tasks and Responsibilities:

- To manage and coordinate the work and staff of the Planning, Evaluation and Reporting Team;
- To produce the Mission operational planning, reporting and analysis requirements, including, the monthly, six-monthly and special report planning;
- To compile, ensure consistency and update the Mission Implementation Plan in coordination with the Mission operational and coordination elements, and monitor its execution, including benchmarking, analysis and evaluation of outcome;
- To support external communication and cooperation on technical planning with relevant stakeholders in the Mission area of operation in conjunction with the Mission operational and cooperation/coordination functions;
- To oversee and support the drafting of reports originating from Mission operational and advisory elements (on operational activities and state of play on mandate implementation), in line with the relevant planning documents;
- To ensure timely and accurate reporting and information flow within the Mission to the Civilian Operations Headquarters, EU Member States and other international stakeholders;
- To identify, manage and report the risks arising from the implementation of specific processes/systems/projects;
- To implement gender-responsive team coordination and leadership and ensure gender and human rights mainstreaming internally and externally in mandate implementation;
- To uphold a strict zero tolerance policy to misconduct, including all forms of harassment, sexual harassment, discrimination and abuse, and proactively ensure an equal and inclusive work environment for all staff;
- To raise awareness of staff on their rights, obligations and appropriate standards of behaviour, including existing formal and informal complaint and support mechanisms.

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 4 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g.

Master's Degree **OR** equivalent and attested police and/or military education or training or an award of an equivalent rank;

AND

- A minimum of 6 years of relevant professional experience after having fulfilled the education requirements, out of which a minimum 2 years at coordination/management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to exercise collaborative, sound and effective leadership, wider team coordination and collaboration;
- Ability to manage, mentor and motivate a professionally diversified and multicultural team;
- Strong ability to establish, plan, and review priorities;
- Report drafting, review and analytical skills.

6. Desirable Qualifications and Experience:

- Master's Degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership;
- Experience in the area of knowledge management, organisational learning or policy development;
- International experience, particularly in crisis areas with multinational and international organisations.
- Ability to communicate and engage with senior officials and governmental decision makers

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Romanian and/or Russian Language.

Position Name: Human Rights/Gender/Civil Society Adviser	Employment Regime: Seconded	
Ref. Number: MOL 49	Location: Chisinau, Moldova	Availability: ASAP
Component/Department/Unit: Deputy Head of Mission/Chief of Staff Office	Security Clearance Level:	Open to Contributing Third States: Yes

1. Reporting Line

The Human Rights/Gender/Civil Society Adviser reports to the Deputy Head of Mission.

2. Main Tasks and Responsibilities:

- To act as the Mission focal point and provide advice on standards for human rights matters and policies relevant to the Mission mandate, for gender equality, gender mainstreaming and Women, Peace and Security related dimensions and ensure internal coordination and consistency;
- To advise Head of Mission and senior management on human rights and gender mainstreaming in the implementation of the Mission mandate, applying a Human Rights Based Approach in Mission internal and external activities and promote and facilitate the integration of a gender perspective within the functioning of the Mission;
- To ensure all human rights and gender aspects including mainstreaming are incorporated and consistent with the Mission planning, reporting and review cycle documents as well as provide systematic analyses and data collection;
- To coordinate and work closely with the Mission operational components and other Mission members to ensure coordination of crosscutting issues and that human rights and gender aspects are integrated while being consistent with the Mission Implementation Plan;
- To suggest mechanisms to be established and used within the Mission for monitoring, implementing and evaluating EU and additional relevant international instruments for gender equality and mainstreaming;
- To ensure development and oversight of the implementation of the Mission Human Rights and Gender Action Plans
- To advise the Head of Mission and senior Mission management on the establishment and implementation of a human rights due diligence framework;
- To map and regularly engage with civil society organizations (CSOs) relevant to the Mission's mandate, to ensure the mission's awareness of their role and activities;
- To ensure the Mission leadership and key staff are up to date with the human rights situation and the implementation of the Women, Peace and Security agenda developments in the Mission area;
- To provide training to Mission members on human rights mainstreaming, human rights due diligence and gender equality;
- To contribute to Mission reporting and information flow on human rights and gender equality related aspects;
- To contribute to the development and periodic review of the relevant Mission Standard Operating Procedures aiming at integrating a gender and human rights perspective;
- To coordinate the internal Mission focal point network on crosscutting matters;
- To liaise and coordinate with other EU actors (including EU DEL) in an integrated approach as well as with local and international entities involved in the promotion and monitoring of human rights and in the promotion of gender equality, especially in light of the mandate;

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 Degree; **OR** equivalent and attested police and/or and military education or training or an award of an equivalent rank;
AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Demonstrated experience in gender mainstreaming;
- Knowledge of conducting gender analysis;
- Knowledge of human rights mainstreaming issues and tools as well as international human rights law and protection systems;
- Ability to communicate effectively with relevant stakeholders, including civil society.
- Drafting, analytical and reporting skills.

6. Desirable Qualifications and Experience:

- Successfully completed one of the established training courses for gender advisors;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities:

- Knowledge of Romanian and/or Russian Language.