



We are

The European Union Partnership Mission in the Republic of Moldova (EUPM Moldova) is part of the Common Security and Defence Policy (CSDP), which enables the Union to take a leading role in peace-keeping operations, conflict prevention and in strengthening of international security. It is an integrated part of the EU's comprehensive approach towards crisis management, drawing on civilian experts from the police force, crisis management systems and other related areas.

EUPM Moldova was established on 24th April 2023 by the Council of the European Union in response to a request from the Moldovan Government to the EU to support the Moldovan authorities in contribute to enhancing the resilience of the security sector of the Republic of Moldova in the areas of crisis management and hybrid threats, including cybersecurity and countering foreign information manipulation and interference. EUPM Moldova is an exclusively civilian mission.

EUPM Moldova Headquarters is located in Chisinau. With this call for applications, EUPM Moldova is looking for Local National Staff to support its operations in Moldova.

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325.

General Requirements & Eligibility

Applicants should:

- Enjoy full civil rights and do not have criminal record (a certificate will be required before any employment offer);
- Be in possession of Moldovan citizenship and/or of a valid residence and work permits according to Moldovan laws;
- Be physically fit to perform the duties relating to the post (a medical certificate will be required before any employment offer);
- Have fulfilled any obligations imposed on him/her by the laws concerning military service.

Only applications provided on the **official EUPM Moldova application** form will be accepted (please download it from this website).

The application form must be filled in English.

Application form to be submitted in as a MS Word document (No PDF or JPEG will be accepted).

Rename the file with the post number, name: e.g. "MDAL09_Family name _First name".

Application submission deadline: **March 23rd 2026, 17:00 Chisinau time.**

Submitted files will not be returned.

EUPM Moldova retains the discretion to re-advertise/re-post the vacancy, to cancel the recruitment, to offer an appointment at a lower grade or to offer an appointment with a modified job description.

Annex 1

European Union Partnership Mission in Moldova (EUPM Moldova) 1-2026 Call for Applications – National Staff					
Organisation:		EUPM MOLDOVA			
Job Location:		Chişinău			
Employment Regime:		Local Contracted			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Post Group	Available on
	MDAL08	Finance Officer*	Chişinău	II	June 2026
	MDAL09	Procurement Officer	Chişinău	II	ASAP
	MDAL21	CIS Officer	Chişinău	II	ASAP
Deadline for Applications:		March 23rd 2026, 17:00 Chisinau time			
E-mail Address to send the Job Application Form to:		recruitment@eupm-moldova.eu			
Information:		For more information relating to selection and recruitment, please contact EUPM Moldova: recruitment@eupm-moldova.eu			

* Temporary replacement for a permanent staff member

Position Code	Position Title	
MDAL 08	Finance Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department /Finance Unit	Chişinău	II

The Finance Officer will report to the Head of Finance Unit.

As part of the Finance Unit, s/he will support the Unit and will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities:

The Finance Officer will be required, in accordance with the EUPM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Examine submitted transactions, and conduct checks before processing payments;
- Review the accuracy and eligibility of supporting documentation related to duty travel claims and process them in the HERMES on-line Travel Management System on behalf of Finance Section;
- Verify, register and give the initial approval to the commitments of expenditure;
- Processes payments in accordance with the EU Financial Regulations and Mission Standard Operating Procedures;
- Perform the accounting entries of the transactions on a daily basis;
- Responsible for preparation of cash and bank reconciliation on a monthly basis;
- Safe keep financial supporting documents and archive documents (both physical and electronic) in order to allow a fast and easy access to information;
- Issue debit notes to suppliers;
- As directed, establish and maintain working contact with local banks;
- Perform the VAT recovery related tasks and correspondence;
- Prepare finance-related documents for departing mission members;
- Translate finance-related documents from local languages to English and vice versa;
- Handle all information with utmost confidentiality and discretion;
- Perform any other tasks as requested by the Line Managers.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and not have criminal record;
- Be in possession of Moldovan citizenship and/or of a (still) valid residence and work permits according to Moldovan laws;
- Be physically fit to perform the duties relating to the post;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- After having obtained the secondary education diploma, at least two (2) years of relevant and proven full-time professional experience in accounting or finance related area in the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Romanian, both oral and written;
- Very good knowledge of and experience with Microsoft Office Suite products;
- Good experience of using data for preparing reports;
- Excellent administrative and organizational skills;
- Very good analytical skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Fluent Russian skills;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect for diversity;
- Knowledge of and experience with Moldovan tax and labour laws (including VAT);
- Professional experience in specialized financial software applications.

Personality Assets:

- Have strong sense of responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Ability to focus on priorities;
- Ability to deliver work on time and to agreed standards, even under pressure;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.

Position Code	Position Title	
MDAL 09	Procurement Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Procurement Unit	Chişinău	II

The Procurement Officer will report to the Head of Mission Support Department. As part of the Procurement Unit, s/he will contribute to the efficient and effective implementation of the procurement tasks.

Duties and Responsibilities:

The Procurement Officer will be required, in accordance with the EUPM Moldova mandate, Code of Conduct and the General Service Conditions for locally recruited staff, to perform the following tasks:

- Assist the International Procurement Officer(s) with contracting and procurement issues and drafting of procurement documents;
- Assist the International Procurement Officer(s) with their daily tasks;
- Provide administrative/secretarial support to the International Procurement Officer(s);
- Undertake record-keeping functions, to set and maintain a well-functioning records management system;
- Archive Procurement files including those of the International Procurement Officer(s);
- Provide interpreting and translation services from Romanian into English, and vice versa, in oral and in writing;
- Arrange a wide range of meetings and act as minute taker;
- Draft a wide range of documents and reports, such as Evaluation and Negotiation Reports, and periodic reports on the department's activities, prepared on a quarterly, semi-annual, or ad-hoc basis;
- Ensure the preparation and annual publication on the EU website of the procurement procedures implemented by the department, in line with applicable EU transparency requirements;
- When delegated to do so, conduct contracting and procurement processes for the Mission in line with established, professional and transparent procurement policies, rules and procedures;
- Handle all information with utmost confidentiality and discretion;
- Perform any other tasks as requested by the Line Managers.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and not have criminal record;
- Be in possession of Moldovan citizenship and/or of a (still) valid residence and work permits according to Moldovan laws;
- Be physically fit to perform the duties relating to the post;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of the secondary education attested by a diploma;
- After having obtained the secondary education diploma, at least two (2) years of relevant and proven full-time professional experience. If the incumbent graduated university or above, no experience is needed.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Romanian languages, both oral and written;
- Very good knowledge and experience of Office Suite Package;
- Very good analytical skills;
- Excellent organizational skills, with a service- and project-oriented approach;
- Ability to maintain and update archival databases and classification systems to enhance information retrieval.

Additional advantageous assets:

- Professional experience in a EU and/or International environment;
- Experience of working in an intercultural environment, with respect for diversity.

Personality assets:

- Strong integrity;
- Strong commitment to employer's policies and respect for the organisation's workflows and hierarchy;
- Strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work methodically, accurately and with attention to detail as well as to tight deadlines;
- Ability to work on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Ability to focus on priorities, to monitor and evaluate procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.

Position Code	Position Title	
MDAL 21	CIS Officer	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department /CIS Unit	Chişinău	II

The CIS Officer reports to the Head of Mission Support Department.

As part of the CIS Unit, s/he will contribute to the efficient and effective running of the Unit tasks and the Mission Support Department.

Duties and Responsibilities:

The CIS Officer will be required, in accordance with the EUPM Mandate, Code of Conduct and the General Service Conditions for locally recruited Staff members, to perform the following tasks:

- Assist in the configuration, operation, technical management and maintenance of all CIS hardware and software;
- User assistance, training and technical support on all aspects of Microsoft Windows 10/11 operating systems and office software such as Microsoft Office 365
- Assist in administration of Microsoft O365 subscription and MS Azure tenant
- Assist in development/administration of MS SharePoint Online Applications (including Power Automate flows) and/or O365 Power Apps;
- Assist in the installation, configuration, administration and maintenance of all CIS software, systems and devices;
- Perform common IT&C helpdesk tasks related to hardware/software issues related to all devices (computers, smartphones, etc.), identifying and resolving problems;
- Installation and configuration of CIS materials for newcomers;
- Provide support for all CIS related issues, ensure the proper functioning of all CIS equipment in his/her area of responsibility;
- Contribute to the support and training for users of various devices and applications;
- Assist in the preparation of requisitions for required materials and services within the Mission;
- Monitor the implementation of the guidelines and procedures for CIS support and related SOPs;
- Provide reports of executed tasks and make recommendations if needed;
- Assist in Configuration/Administration of mission's network infrastructure (L2/L3 switches, Internet FW, Wi-Fi network, etc);
- Assist in Configuration/Installation/Maintenance of network printers.
- Ensure that the Mission's CIS assets are used optimally and efficiently and make recommendations as required;
- Deal with information with confidentiality and discretion;
- Perform any other task as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and not have criminal record;
- Be in possession of Moldovan citizenship and/or of a (still) valid residence and work permits according to Moldovan laws;
- Be physically fit to perform the duties relating to the post;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Bachelor degree (or higher) in engineering attested by a Diploma in related field(s): communications and/or information systems, system engineer or informatics;
- Possession of a valid driving license cat. B;
- After having obtained the diploma, at least three (3) years of proven full time relevant professional experience in Information and/or Communication Technology.

Essential criteria:

- Excellent communication skills of English, Romanian and Russian;
- Essential knowledges of MS Azure environment, Office 365 suite and MS Cloud related components;
- Good knowledge of MS PowerShell language;
- Ability to focus on priorities, to monitor and evaluate procedures and processes;
- Excellent administration and organizational skills;
- Experience in positions requiring analytical and organizational skills, with a service-oriented and project-oriented approach.

Additional advantageous assets:

- Relevant Microsoft certifications;
- Professional experience in an EU and/or International environment;
- Experience in Azure AD administration, development/administration of SharePoint/O365 applications;
- Experience of working in an intercultural environment, with respect of diversity;
- Ability to focus on priorities, to monitor and evaluate procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Used to work on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all contacts.