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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. "MDAL02_Family name _First name".

Application submission deadline: **February 20th 2025, 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) 1-2025 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
	MDAL02	Local Security Officer	Chişinău	II	ASAP
	MDAL05	CIS Technician (Helpdesk & Support)	Chişinău	II	ASAP
	MDAL07	Transport Assistant (Technician)	Chişinău	III	ASAP
Deadline for Applications:		February 20th 2025, 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			

Position Code	Position Title	
MDAL 02	Local Security Officer	
Department/Unit	Location	Post Group (Local Staff)
Security and Duty of Care Department	Chişinău	II

The Local Security Officer will report to the Senior Mission Security Officer and/or to the deputizing Security Officer. As part of the Security and Duty of Care Department (SDCD), s/he will contribute to the efficient and effective running of the security tasks.

Duties and Responsibilities:

The Local Security officer will be required, in accordance with the EUPM Moldova mandate, Code of Conduct and the General Service Conditions for locally contracted staff employed by EUPM Moldova, to perform the following tasks:

- Assist in the implementation of security operations and all matters relating to the safety and security for EUPM Moldova personnel, EUPM Moldova HQ and EUPM Moldova assets;
- Ensure and perform adequate collecting, updating and communicating of information regarding the security situation in the AoR, help to assess the collected information including drafting reports and statistics;
- Management control and supervision of Control Guard Force from the contracted private security company/companies;
- Co-operate closely on safety and security issues with other international organizations, national hazard protection and law enforcement agencies;
- Produce reports on security relevant incidents or issues affecting Mission's staff, offices or assets;
- Conduct administrative, logistics and procurement related tasks under SDCC;
- Provide language assistance and translate security-related documents;
- Assist in the conduct of regular fire drills, communication tests and evacuation exercises;
- Ensure that all security and communications equipment is kept in a state of operational readiness;
- Perform any other tasks as requested by the Line Managers/deputizing Security Officers.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have criminal record neither in the Republic of Moldova nor in any EU Member State;
- Citizenship of the Republic of Moldova and/or holding permanent resident and work permits according to Moldovan laws;
- 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 a secondary education diploma, at least 1 (one) year of relevant and proven full-time professional experience.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Fluency in English and Romanian, both oral and written;
- Knowledge of and experience with Microsoft Office applications;
- Valid driving license of category B.

Additional advantageous assets:

- Professional qualification in security management;
- Knowledge of radio operation;
- Experience of working in an intercultural environment, with respect for diversity;
- Fluency in Russian language, oral and in writing;
- Trained in any martial art applicable without weapons.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with colleagues and as part of a team, with respect for diversity;
- Ability to focus on priorities, evaluate procedures and processes required to have the tasks completed;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule under harsh field conditions if required;
- Maintain the highest levels of confidentiality and discretion when dealing with information.

Position Code	Position Title	
MDAL 05	The CIS Technician (Helpdesk & Support)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support/CIS Unit	Chişinău	II

The CIS Technician (Helpdesk & Support) reports to the international CIS Officer(s). 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 Technician (Helpdesk & Support) 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:

- Contribute in the configuration, operation, technical management and maintenance of all CIS hardware and software;
- User 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 do 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;
- Possession of a valid driving license cat. B.

Essential criteria:

- Excellent communication skills of English and Romanian;
- 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- and project-oriented approach;

Additional advantageous assets:

- Excellent communication skills of Russian;
- 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.

Position Code	Position Title	
MDAL 07	Transport Assistant (Technician)	
Department/Unit	Location	Post Group (Local Staff)
Mission Support Department/Logistics and Transport Unit	Chisinau	III

The Transport Assistant (Technician) will report to the International Logistics Officer. As part of the Logistics and Transport Unit, s/he will contribute to the efficient and effective accomplishment of the assigned tasks.

Duties and Responsibilities

The Transport Assistant (Technician) 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:

- Follow up on service routines for vehicles, monthly checks and corresponding reports as instructed by the Line Manager;
- Conduct constant vehicle inspections (technical check-up, body inspection, equipment, documentation etc.) to keep vehicle fleet in safe operating condition;
- Implement preventive approach with regards to the vehicle maintenance in order to anticipate breakdowns;
- Perform the confirmation that vehicle fleet is operational;
- Inform about the required external services to vehicles;
- Produce reports concerning vehicle damages and vehicles recovery;
- Participate in the transport management system which incorporates controls of mileage, fuel consumption, damages to the vehicles, road accidents and insurance coverage;
- Assist in coordination and supervision of storage, allocation and distribution, consumption and assessment of future needs as concerns fuel, vehicles and related equipment;
- Conduct the physical inventory of the vehicle consumables/accessories/equipment;
- Ensure proper recording of the installed vehicle spare parts/equipment/consumables;
- Participate in the training activities related to the area of responsibility;
- Observing deadlines and achieving results;
- Allocate appropriate amount of time for completing work;
- Ensure that files and documentation related to assigned duties are maintained;
- Ensure accuracy and comprehensive policies and guidelines to the vehicles and transportation aspects;
- Handle information with confidentiality and discretion;
- General driving duties, involving light vehicles (4WD and mini vans);
- Perform driving and transportation services (people, documents and cargo);
- Complete the necessary transport-related documentation;
- Strictly comply with instructions as issued by the Logistics Officer;
- Assist in the distribution of vehicle equipment and supplies throughout the Mission area by complying with the instructions of the Logistics Officer;
- When requested, to perform duties in smart attire (black suit, white shirt and tie);
- Translate short texts from Romanian or Russian to English;
- Draft letters, minutes or justification notes;
- Perform any other related task as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do 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;
- Valid driving license category B, including clean driving history.

Essential criteria:

- Fluency in English, Romanian and Russian, both oral and written;
- Be physically fit to perform the duties relating to the post;
- Outstanding knowledge of Chisinau area and good geographical knowledge of Republic of Moldova;
Solid mechanical skills on vehicles;
- Flexibility in the execution of tasks beyond regular duty hours, on weekends, and ability to work independently
- Strong driving skills (incl. winter driving, parking, towing, highway driving);
- Computer skills, knowledge and experience of Microsoft Office Suite.

Additional advantageous assets:

- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity;
- First Level University degree in Automotive Engineering;
- Valid driving license categories C1, C, D;
- Professional experience of working at a workshop as a mechanic.

Personality assets:

- Have a strong sense of initiative, responsibility and autonomy;
- Flexibility in the execution of tasks and ability to work independently;
- Ability to build productive and cooperative working relationships with other mission members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Positive attitude towards work.