

Terms of Reference

Project Titles: EU Border Assistance Mission to Moldova and Ukraine

Post Title: Administrative Assistant / Interpreter

Duty Station: Basarabasca (1 post)

Duties and responsibilities:

1. Assure smooth operational running of the project by means of following UNDP and EC established operational rules and procedures;
2. Facilitate oral translations/interpretation mostly in English and Russian during the EUBAM events, meetings, training/learning activities;
3. Provide written translations of documents and other paper work from English into Romanian or Russian and vice versa as required by the project;
4. Proofread and/or edit the project's correspondence and other official documents;
5. Participate in preparation, implementation and follow up of project activities;
6. Participate in data collection and maintenance of the project related files;
7. Assure that the progress reporting is done in timely and quality manner based on the requirements of the EUBAM/UNDP;
8. Contribute to the translation of the project bulletins, promotion materials and project website update(mostly Romanian language);
9. Maintain contacts with UNDP CO on a variety of the logistical issues;
10. Provide logistical support (arrangements of the daily office activities etc.) to the Advisor;
11. Maintain updated networks of project counterparts, contractors, consultants and suppliers;
12. Maintain office e-mail correspondence and project related documents, presentations, minutes etc.
13. Facilitate project outreach/communication efforts;
14. Maintain contacts with governmental and non-governmental institutions, local authorities, NGOs, academia, etc.
15. Be able to travel within the country and abroad when required by the project;
16. Perform other functions/tasks when required.

Qualifications:

1. University degree in English, Russian, Romanian languages or related fields;
2. At least 3 years of progressive experience in international environment or other international projects;
3. Excellent fluency (both oral and written) in the English, Russian and Romanian languages;
4. Ability to work in team;
5. Ability to work under continuous pressure and meet deadlines;
6. Energetic optimistic approach to all possible problems;
7. Strong computer skills (especially with MS Word, Excel and PowerPoint and quick typing)