

TERMS OF REFERENCE

Project Title: EU Border Assistance Mission to Moldova and Ukraine

Post Title: Assistant/Interpreter to TSC Unit

Duty Station: Chisinau, Moldova

Expected EOD: 1 December 2008

Duties and responsibilities:

Under direct supervision of Training and Standards Coordinators the incumbent provides technical support to EUBAM training unit, short-term experts and experts with training and middle management experiences located in Moldova, focusing on achievement of the following results:

- Assurance of smooth operational running of the project by means of following UNDP and EC established operational rules and procedures;
- Logistical support (travel arrangements, including visas, tickets, etc.) to short term experts and the project team in general;
- Facilitation of procurement process and delivery of goods and/or services, if required;
- Proper control and timely submission of supporting documents for payments;
- Management of cash receipts and distribution to the participants at the official events, if required;
- Preparation of project related correspondence;
- Maintenance of contacts with governmental and non-governmental institutions, local authorities, NGOs, academia, etc.
- Maintenance of updated networks of project counterparts, contractors, consultants and suppliers;
- Participation in data collection, analysis and maintenance of projects related files;
- Contribution to the preparation of project's annual and quarterly work-plans and reporting;
- Maintenance of contacts with UNDP CO and other project personnel on a variety of the operational issues;
- Provision of oral and written translations from English into Russian and/or Romanian and vice versa as required;
- Proofreading and/or editing of project's correspondence and other official documents;
- Facilitation of project related training/learning activities;
- Performance of other functions/tasks as required by project's needs.

Basic requirements for the incumbent:

- University degree preferably in foreign languages or social sciences;
- At least 3 years of progressive experience, preferably in international environment;
- Advanced information analysis skills, good drafting skills;
- Excellent fluency (both oral and written) in the English, Russian and Romanian languages; knowledge of Ukrainian language would be an asset;
- Previous experience in state services (border guard, customs, police, military) would be in asset;
- Ability to work in team.
- Ability to work under continuous pressure and meet deadlines;
- Energetic optimistic approach to all possible problems;
- Strong computer skills.