

Terms of Reference

Project Titles: EU Border Assistance Mission to Moldova and Ukraine
Post Title: Administrative Assistant / Interpreter
Duty Station: Chisinau
Work schedule: shifts including night shifting (but not less than 40 hours per week)

Duties and responsibilities:

Under direct supervision of the Head of Field Office the incumbent discharges the following functions:

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.

Required competencies

- Demonstrates commitment to UNDP/EUBAM's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to perform a broad range of specialized activities aimed at effective and efficient functioning of FO
- Focuses on result for the client and responds positively to feedback
- Ability to work in team; Energetic optimistic approach to all possible problems
- Ability to work under continuous pressure and meet deadlines.
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities

Required qualifications

- University degree, preferably in Linguistics with English being major specialization;
- At least 3 years of progressive experience in providing translation interpretation services and/or administrative work preferably in international environment;
- Excellent fluency (both oral and written) in the English, Russian and Romanian languages complemented with working experience in interpretation/translation;
- Strong computer skills (especially with MS Word, Excel and PowerPoint and quick typing).