



UNITED NATIONS DEVELOPMENT PROGRAMME JOB DESCRIPTION

I. Position Information

Job Code Title:	Project Officer (<u>Capacity Development of Moldovan Public Authorities for European Integration Component</u>)
Project Title:	Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration (Project funded by Swedish International Development Agency)
Supervisor:	MFA Project Coordinator

II. Organizational Context

Under the guidance and direct supervision of the Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration Project Coordinator and with overall guidance of the UNDP Portfolio Manager/Governance, the Project Officer ensures the effective and efficient administration of the **Capacity Development of Moldovan Public Authorities for European Integration Component** by supporting the design, planning and management of project component as a part of the Building Institutional Capacity of the Ministry of Foreign Affairs and European Integration Project. The Project Officer applies and promotes the principles of results based management (RBM), as well as a client-oriented approach consistent with UNDP rules and regulations.

The Project Officer works in close collaboration with the Programme, Operations, Communications and other project teams in the Country Office (CO) for effective achievement of results, anticipating and resolving complex project-related issues and information delivery.

The incumbent is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems.

III. Project background

This project has the overall objective of strengthening the institutional capacity of the MFAEI so that it can exercise its functions in a more efficient manner, operate transparently and fulfil its European Integration commitments. It also helps to develop capacities of Moldovan institutions for European Integration, with immediate focus on negotiating the Association Agreement between the European Union and the Republic of Moldova and implicitly its implementation.

International and local consultancy, specialized training activities, provision of equipment will be deployed to the Ministry and other public institutions funded by Swedish International Development Agency, Austrian, Norwegian, Estonian Governments UNDP and Open Society Institute to support:

- modernization and reorganization of the MFAEI,
- improvement of the human resource management systems,
- improvement of information flow and service provision through ICT,
- involvement of the Republic of Moldova in regional cooperation processes in South East Europe for bringing the country closer to the European Union,
- increase the MFAEI's openness and transparency to the public and media,

- develop capacities of Moldovan institutions in relation to EU integration, with immediate focus on negotiating the New EU-Moldova Agreement with the European Union and implicitly its implementation.

With support of the UNDP, the MFAEI developed and approved the Strategic Institutional Development Plan for 2009 – 2011. The plan is intended as a practical tool for prioritizing the activity of the Ministry for planning and monitoring, for identifying the needs of institutional capacity development in order to achieve different policy objectives and priorities set in the sector and national policy documents.

As part of the Institutional Development Plan (IDP) development process the senior management team of the MFAEI identified five strategic areas for improvement that need to be urgently addressed – these are outlined in detail in terms of Hierarchy of Objectives, Narrative Summary, Verifiable Indicators, Methods of Verification, and Risks, Dependencies and Assumptions in the Logical Framework which has been incorporated into the IDP:

1. Strengthen MFAEI's leadership and management capital for greater readiness and more effective alignment of leadership and management competencies, professional diplomatic skills, teamwork, modern public service culture, staff and stakeholders' strategic awareness;
2. Strengthen organisational strategic capacity to implement the MFAEI mission through a more result-oriented and stakeholder focused strategy supported by relevant policies, objectives, targets and processes for both core activities and the capacity development programme;
3. Strengthen MFAEI's Human Resources Management & Development for greater readiness of staff at all levels to be given, and to accept responsibility for activities, and accountability for results in the delivery of the IDP;
4. Improve Financial Management – especially for non-financially qualified managers, to align financial management with the strategic objectives.
5. Strengthen MFAEI's information and knowledge capital for greater readiness of the whole range of conventional and ICT-based knowledge sharing applications and processes that will, in turn strengthen capacity for more effective learning, internal and external communications and for public / media relations.

The project is providing MFAEI support in its reorganization and initiation of the complex Human Resource Management Programme that includes: Revised job descriptions for all posts and incorporate necessary or desirable competencies and aptitudes taking into account needs and expectations of stakeholders and aligning to recruitment and development plans; Designed New Open Performance Review and Appraisal System (Regulation on performance review and Regulation on Attestation Commission of the Ministry of Foreign Affairs and European Integration); Codified and assessed required skills, knowledge, and competencies for all posts;

Particularly assistance is provided on supporting MFAEI /country's participation in regional initiatives. Positive impacts from Moldova's participation in regional cooperation initiatives are likely to materialise in the near future by bringing the Country closer to further EU funding possibilities.

The Government of the Republic of Moldova declared EU integration as absolute country's priority. The relations between the Republic of Moldova and EU formally started with the signing of the Partnership and Cooperation Agreement in 1994 that entered into force in 1998. In 2005 in the context of the new European Neighborhood Policy, RM and EU signed an agreement: EU-Moldova Action Plan (EUMAP) for a period of 3 years, where a series of actions were included in order to intensify cooperation between the two parts. At the end of the period of the Action Plan, the European Council adopted in February 2008 a decision regarding a principle availability of the EU to initiate new negotiations with the RM with the aim of signing of a new agreement. The launch of negotiations on a new Association Agreement started 12 January 2010, but moves towards further visa liberalisation and a deep and comprehensive free trade area with the EU will largely depend on the sustainability and operability of the new government.

The negotiation team will have to be well-prepared in order to negotiate in Moldova's best interests and the discussion will last for quite a while, as this is an agreement that will include countless areas and will need to be negotiated into the tiniest details. It would be crucial that the negotiation process will be well supported with the implementation actions. For this purpose Moldovan public institutions needs adequate capacities in place.

The main issues in terms of institutional capacities to carry on intensive actions towards bringing Moldova closer to the European Union that were noted are:

- the limited financial and human resources in the public administration institutions;
- inadequate human resource management systems able to motivate qualified personnel for a longer term;
- scattered technical assistance provided by development organizations.

Key components of the Project:

1. Institutional Capacity Building Component

The Project will improve institutional capacity of the MFAEI as part of the public administration reform process, contribute to the implementation of the Institutional Development Plan, strengthen MFAEI's leadership and management capital for greater readiness and more effective alignment of leadership and management competencies, professional diplomatic skills, teamwork, modern public service culture, staff and stakeholders' strategic awareness; strengthen organisational strategic capacity to implement the MFAEI mission through a more result-oriented and stakeholder focused strategy supported by relevant policies; strengthen MFAEI's Human Resources Management & Development for greater readiness of staff at all levels to be given, and to accept responsibility for activities, and accountability for results; improve Financial Management – especially for non-financially qualified managers, to align financial management with the strategic objectives; strengthen MFAEI's information and knowledge capital for greater readiness of the whole range of conventional and ICT-based knowledge sharing applications and processes

2. Capacity Development of Moldovan Public Authorities for European Integration Component

This project component is aiming to develop capacities of Moldovan institutions in relation to EU Integration, with immediate focus on negotiating the Association Agreement with the European Union and implicitly its implementation. Assistance shall focus on: creation of the appropriate institutional capacity within the Moldovan public administration; strengthening the national negotiation and expertise individual capacity; development of the implementation capacity.

3. Regional Cooperation Component

The project component will contribute to strengthening national political and operational capacity to increase impact of Moldova's participation in the regional cooperation processes. The Project will provide to support for Moldova participation and active involvement in the regional initiatives and processes including support for the participation of MFAEI, other government, and non-government (experts - where necessary) in regional events (South Eastern European Cooperation Process, Central European Initiative, Regional Cooperation Council, Multinational Advisory Group of the Centre for Security Cooperation, South Eastern European Health Network, Black Sea Economic Cooperation, South Eastern Europe Cooperation Initiative; Danube Cooperation Processes; the Energy Community Treaty, the new Central European Free Trade Agreement

4. Communications and Public Relations

The project will support in strengthening communications' capacity of the MFAEI so that it better communicates internally and externally its priorities, activities and results and is more transparent and open to its beneficiaries, partners and general public.

IV. Functions / Key Results Expected

Summary of Key Functions:

The incumbent will exercise administrative support of the project component (**Capacity Development of Moldovan Public Authorities for European Integration**), provide other support services and products (commensurate with the scope of the project) of the highest quality and standards as requested by the Project Coordinator, national counterparts and clients. More specifically:

1. Project administrative functions:
 - Support Project Coordinator in managing effectively and efficiently EU project component activities and resources (human, financial, physical / material assets, etc) in order to meet expected results. Develop annual activity and procurement work plans as well as budgets based on expected year-end outputs; ensure close monitoring of activities and disbursements.
 - Under Project Coordinator guidance, undertake all administrative and other functions for building, motivating and leading the project team (from EU project component) consisting of assisting project personnel, experts consultants, translators, etc.
 - Provide inputs for qualitative narrative and financial progress reports as may be required by the programme and/or Project Coordinator Prepare periodic procurement/contracting and financial delivery reports for UNDP management. Prepare budget revisions as needed. Timely submit above mentioned deliverables.
 - Provide support and inputs to ensure wide dissemination and visibility of project achievements. Administer mechanisms for exchange of information, experience and lessons learned.
 - Maintain close coordination with project partners, ensure synergies, avoid overlaps in project implementation, collaborate with other donors working in the same area, provide information relevant to the project.
2. Support to the CO Programme and overall coordination:
 - Support the Project Coordinator, Portfolio Manager and CO Programme section in general in programme development, formulation and strategic processes with substantive contributions.
 - Promote knowledge sharing and knowledge building among partners and stakeholders.
3. Resource Mobilization and Partnership Building:
 - Supports the Project Coordinator to maintain and animate effective dialogue and coordination with National Coordinator, representatives of Government, Civil Society and relevant donor representatives.
4. Knowledge Management:
 - Ensure wide dissemination, promote UNDP goals and values and ensures visibility programme/project achievements at the national/local level, as well as regional.
5. Additional responsibilities:
 - Provide the Ministry of Foreign Affairs and European Integration and other targeted public authorities with necessary expertise in the progress of negotiations of an Association Agreement between the European Union and the Republic of Moldova, in close coordination with national stakeholders.
 - Contribute to the creation of the appropriate institutional capacity within public institutions involved in negotiations;
 - Provide substantial research input; accurate analysis, data entry and presentation of information to ensure proper capacity development in negotiations;
 - Support to Ministry of Foreign Affairs and European Integration and other public authorities in enhancing the national individual capacity for negotiation;
 - Contribute on raising awareness about the benefits, opportunities and responsibilities brought by the integration of Moldova with the European Union values and norms;
 - Promote information sharing with the relevant donors' community by initiating and/or participating in consultative meetings with the donors and preparing briefs on RM-EU negotiations related issues.

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V. Impact of Results

The key results have a direct impact on the overall successful achievement of the CO programme. All over the services provided by the project officer should lead to enhanced Institutional and individual capacities of the Moldovan public institutions in negotiation and implementation of the Association Agreement with European Union, as well as enhance UNDP's position as a strong development partner.

VI. Competencies

Corporate Competencies:

- q Demonstrates commitment to UNDP's mission, vision and values.
- q Exerts strict adherence to corporate rules, regulations and procedures. Familiarity with the internal control framework and results-based management tools is a must.
- q Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- q Shares knowledge and experience
- q Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- q Ability to perform a variety of specialized tasks related to Results-Based Management, including support to design, planning and implementation of programme, managing data, reporting.
- q Ability to provide input to business processes, re-engineering, implementation of new system, including new IT based systems.
- q Ability to establish and maintain contacts with senior-level officials of the government required. Excellent interpersonal skills are essential part of the job. Ability to communicate effectively, both orally and in writing, is required to obtain, evaluate and interpret factual data and to prepare accurate and complete reports and other documents.

Leadership and Self-Management

- q Focuses on result for the client and responds positively to feedback
- q Consistently approaches work with energy and a positive, constructive attitude
- q Remains calm, in control and good humored even under pressure
- q Demonstrates openness to change and ability to manage complexities

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VII. Recruitment Qualifications

Education and Knowledge:	University Degree in Public Administration, European studies, Law, Economics or related areas.
Experience:	At least five years of progressively responsible experience is required at the national or international level in the areas of public administration or international development, European integration and/or foreign affairs.

	<p>Previous experience in development assistance or related work for a donor organization, governmental institutions, NGO or private sector / consulting firm is a very strong advantage.</p> <p>Strong analytical, drafting and communication skills.</p> <p>Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages, experience in handling of web based management systems.</p>
Language Requirements:	Fluency in both oral and written English and Romanian is a must. Knowledge of Russian desired.

VIII. Timeframes	
Duration of employment:	12 months with a possibility of extension