



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

28 April 2009

VACANCY NOTICE

The United Nations High Commissioner for Refugees (UNHCR) Representation in the Republic of Moldova wishes to announce the following vacancy:

VN/2009/003 Programme Assistant, GL-6, (Local Integration Project)

Main responsibilities: The post is part of an EC-funded regional project which covers local integration of refugees in Moldova, Belarus and Ukraine. The UNHCR Representation in Moldova will assist the government to develop a functioning refugee local integration system and procedures as outlined in the Regional Local Integration Project.

The Programme Assistant is responsible for monitoring and reporting on project activities and on the financial status of projects. He/she will ensure that information and data are correct and appropriately recorded and maintained. He/She will contribute and prepare relevant documentation and follow up on administrative requirements and will support the implementation of planned activities to attain project objectives and targets.

The incumbent is expected to have contacts within the organization and outside the duty station, as well as with Government and non-government partners in the country to collect information, monitor the activities and implement the administrative requirements.

The applicants should meet the following criteria:

- Be a national of the Republic of Moldova,
- Have excellent knowledge of English, Romanian and Russian. Excellent computer skills (MS Office, Excel, Word, PowerPoint, People Soft);
- Secondary education supplemented with the university degree in Economics, Business Administration, Social Science, or international relations; training in financial reporting and administration;
- Extensive work experience in the field of project administration – 4-6 years; knowledge of refugee protection and local integration issues;
- Good interpersonal skills and ability to work in a multinational environment.

Duration of initial appointment will be limited to one year, with a possibility of extension for one more year. UNHCR invites both female and male candidates.

Interested candidates are invited to apply by completing UN Personal History Form (available on UNHCR website www.unhcr.org.md and at UNHCR Moldova office).

Candidates must indicate clearly the Vacancy Number and submit their application letter and Personal History to the following address: UNHCR Representation in Moldova, Str. Bucuresti, 53/1, Chisinau, MD-2012. Tel: 27 18 53, 27 08 65. Fax: 27 19 53, Email: mdach@unhcr.org

Deadline for submission of applications is **8 May 2009**.