

JOB ADVERTISEMENT

ASSISTANT TO RESIDENT TWINNING ADVISER

EU provides support for the implementation of the project “Twinning Project for the Agency of Land Relations and Cadastre (ALRC) - Organization, Streamlining and Computerization Process in Mapping in the Republic of Moldova” at the Agency of Land Relations and Cadastre (ALRC) of the Republic of Moldova. The overall objective is increased public investment in the national and local infrastructure and improved business climate, as emphasized in the National Development Strategy for the Republic of Moldova for 2020 through improved management of geographical data. The project purpose is an improved mapping system in line with the EU standards and best international practices of management of geographical data.

The implementation of the project will be supported through a Twinning Contract between the Agency of Land Relations and Cadastre of the Republic of Moldova and the two EU Member State organisations Swedesurvey, overseas agency of Lantmäteriet, the Swedish national mapping, cadastral, land registration authority, as the Lead Partner; and as Junior Partner, State Geodetic Administration of the Republic of Croatia. The Partner organizations will provide services by consultants on short term basis. The implementation period is 24 months starting October 6, 2014.

Swedesurvey/State Land Service will provide a Resident Twinning Adviser (RTA) who will be based in Chisinau, Moldova, during the implementation period. There is a provision to employ an assistant to the RTA (“RTA Assistant”) for the purposes of translation, interpretation and general project administration duties during the project implementation period. The workplace will be at the Agency of Land Relations and Cadastre of the Republic of Moldova and Swedesurvey will be the employer.

Duties of the Assistant to the Resident Twinning Adviser:

- Translate from Moldavian to English and vice versa
- Translate from Russian to English and vice versa
- Act as interpreter in discussions with stakeholders in the project
- Assist the RTA in the day-to-day activities
 - Office management, general administration
 - Disseminate information about the project to stakeholders
 - Advice and assist in planning and administration of project activities
 - Practical arrangements for consultancy/experts mission, meetings, workshops, seminars, training sessions etc
- Provide logical, administrative and other support to the RTA to facilitate the implementation of the activities of the work plan of the project
- Assist to in preparation of working documents, organise and participate in work sessions held with the staff of the ALRC, participate in field visits, prepare and assist in the conducting on PSC meetings, report on PSC meetings and handle all logistics arrangements for seminars and training activities in consultation with the RTA.

Qualifications:

- Very good command of Moldavian and English both written and oral
- Good command of Russian both written and oral
- Considerable experiences of project planning and reporting
- Excellent communication and organisational skills
- Good computer skills
- Good command of MS Office Pro software package
- Experience of international donor funded projects is an asset

Interested candidates should submit on or before September 25, 2014 their Curriculum Vitae with a cover letter in English by e-mail to zoia.faraj@lm.se