



# Vacancy notice / Job Advertisement

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## Center for International Legal Cooperation

CILC supports justice reform processes and facilitates international legal cooperation. We provide advisory and capacity building services to strengthen justice sector public authorities, professional associations, training institutes and justice reform task forces in developing countries and countries in transition.

Currently CILC is looking for a local financial administrator for the EU funded project 'Support to the enforcement, probation and rehabilitation systems in Moldova'.

## Basic Information on the Project

This project supports the implementation of the sustainable reform of the justice sector in Moldova and increases the efficiency of the judiciary and other agencies in the justice sector. A team of international key experts contributes to the improved enforcement of civil and criminal judicial decisions in Moldova with an emphasis on respect for Human Rights by all parties involved, competence and professionalism of relevant actors, efficient and effective legal procedures and inter-institutional cooperation mechanisms.

The direct beneficiaries are institutions involved in enforcement, probation and rehabilitation process: the Penitentiary Department and the network of prisons, the Central Probation Office, and the Union of Bailiffs.

## Job description

Available position: Financial administrator

Period: 29 months (full time assignment)

Tasks:

- To act as financial administrator to the local project team
- To manage the accounts receivables and payables of the project and reflect all the project's transactions in a cash flow statement, to draw up procurement requests and cash disbursements
- To prepare all financial documentation and correspondence with the EU Delegation in Moldova related to requesting approval for budget spending
- To prepare and manage procurement of local services
- To update project planning and tracking tools
- To develop the project's budget and to prepare and consolidate financial reports on a monthly, quarterly, six-monthly, and annual basis
- To manage all the documentation that supports the project spending, such as invoices and receipts, for auditing purposes
- To liaise with the team members, including the project assistant and the team leader to extract and distribute information to enable realistic cash flow projections that support smooth project implementation
- To manage logistical and practical matters related to project activities, such as reserving meeting premises, arranging the payment of service providers, reimbursing participants for travel costs and

- To assist the expert team and short term experts in delivering training sessions, seminars, workshops, including hiring and installing necessary equipment and drawing up and collecting participation registers
- To perform administrative tasks and assist in running the project office
- To pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- To assist other project support staff in administrative, financial and procurement issues on an ad hoc basis

## Selection criteria

Qualifications and skills:

- Very strong organisational and administrative abilities
- Managerial experience will be an advantage
- Good stress management in dealing with project deadline pressure
- Comfortable communicating at all levels of the project organisation
- Demonstrate good verbal and written English, Romanian and Russian
- IT literate in Microsoft Word, Excel and Project
- Attention to details and accuracy
- Good reporting skills
- Able to work off their own initiative
- Ability to be a team player within a small team
- Ability to deliver to set deadlines
- Project management qualifications will be an advantage

Professional experience:

- At least three years' work experience in financial administration
- Previous experience in at least one EU funded Technical Assistance project
- Previous experience in working with international donors or organisations where one of the working languages is English
- Knowledge of the theory and practice of EU support mechanisms is an asset

Specific experience:

- Experience in local procurement rules and regulations
- Minimum of 2 years experience in costing, budgeting and financial reports
- Minimum of 2 years experience in generating regular project reports for executive review

## Salary

Our salary and benefits package reflect our desire to attract, motivate and retain staff. We offer a competitive base salary, with performance-based rewards. These are driven by the scope of each role, responsibilities and individual performance.

## Location

The job is based in Chisinau/Moldova.

If you are interested and find yourself competent for this position, please email your application letter and CV in EU format to:

*Lino Brosius*  
*[Brosius@cilc.nl]*

Deadline for application: 24 November 2014.

Only those shortlisted will be contacted. Shortlisted candidates will be called for interview in Chisinau.