

Call for expression of interest

for the Secretariat of vetting the judiciary in Moldova for the Position of Administrative Assistant to the Head of Secretariat

Object of the call	Provision of administrative support to the Head of Secretariat of the Secretariat supporting the vetting of the judiciary in Moldova
Project	Vetting and justice reform in the Republic of Moldova
Organisation	Center for International Legal Cooperation
Type of contract	Service contract or (eventually) employment contract
Duration	1.5 years, based on annually renewable contracts
Contract type	Fulltime or parttime
Expected starting period	As soon as possible

This call contains:

- I. Call for expression of interest**
Describing what will be expected from applicants / service providers and the procedure through which applications will be submitted and assessed.
- II. Terms of reference**
Describing the specific requirements per position in this call.
- III. Declaration on honour**
See attached document, formalising the consent of the applicant to the conditions of this call.

I. Call for expression of interest

I. General conditions for each position

Applicants should be aware of the following:

- ❖ Both Moldovan nationals and international experts are invited to submit an expression of interest.
- ❖ All positions are either fulltime or parttime, with an anticipated overall contract duration of maximum 1.5 years based on annually renewable contracts. After 1.5 years it might be possible to get a third renewal of a contract, depending on an extension of the contract of CILC with the European Commission and/or the Netherlands.
- ❖ Moldovan nationals offered a fulltime position may take a leave of absence and/or suspend their contractual obligations from their current Moldova based employer for the duration of this contract, but may not be actively engaged with, nor paid by any other organisation during the contract period.
- ❖ Internationals offered a fulltime position must disclose all current employment/consultancy contracts and will also be expected to temporarily suspend all other employment activities.
- ❖ CILC offers Moldovan nationals service contracts or eventually employment contracts through our to be established local legal entity (*CILC Haga Sucursala din RM*). International candidates will be offered a service contract.
- ❖ Remuneration is based on a Secretariat salary and service delivery grid specifying the scales per function. Actual remuneration will be based on the qualifications and experience of an applicant in line with the salary grid and employment/assignment policy of the Secretariat.
- ❖ For internationals offered a position, compensation for international travel and accommodation can be negotiated and will be reimbursed based on the reimbursement model attached to the service contract.
- ❖ Working remotely will be facilitated as much as possible, for both national and international staff.
- ❖ When contracted, signing a Non-Disclosure Agreement and abiding by the Code of Conduct for Secretariat staff is mandatory. This means amongst others no engagement with political parties/events and modest behaviour.
- ❖ CILC welcomes applications from candidates who fulfil the specific profiles, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief or sexual orientation.

II. Procedure for application and selection

The objective of this call for expression of interests is to set up a list of motivated and qualified experts that can staff the Secretariat for the Commission on the vetting of judges. Based on the expressions of interest, CILC will draw up a list of experts who meet the criteria.

Expressions of interest can be submitted via email only, via secretariat@cilc.nl. Applications submitted to other mail addresses will be excluded from consideration. Required documents include:

- ❖ Current CV – in English or Romanian.
- ❖ Three professional references including name, title, email address and phone number.
- ❖ A signed declaration on honour (see attached).

Please include in the subject of the email for which position you express your interest.

For each position, CILC will choose from the pool of expressions of interests the people who fit the positions best, against the criteria of:

- ❖ Level of professional knowledge and experience
- ❖ Level of professional skills/capacities

Only short-listed candidates will be contacted. Short-listed candidates will be invited for an (online) interview. A security clearance will be part of the recruitment procedure.

III. Exclusion criteria

By signing the Declaration on Honour, you declare not being in any of the below situations:

- ❖ Have been sentenced by final judgment on one or more of the following charges: participation in a criminal organization, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- ❖ Are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- ❖ Have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
- ❖ Do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence;
- ❖ Are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever been created or are in the process of creation of such an entity;
- ❖ Have been involved in mismanagement of public funds;
- ❖ Are or appear to be in a situation of conflict of interest;
- ❖ Are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at www.sanctionsmap.eu).

Position:

Administrative Assistant to the Head of Secretariat

The Administrative Assistant will be directly working with and reporting to the Head of Secretariat and is responsible for the organization of the office and the team. Being responsible for the day-to-day management of the office, a hands-on approach, detailed way of working and team spirit is highly appreciated in the Administrative Assistant.

The responsibilities of the Administrative Assistant include but are not limited to:

- ❖ Assisting the Secretariat in carrying out day-to-day administrative duties and tasks such as filing, typing, copying, binding, scanning etc.
- ❖ Organizing and scheduling meetings and appointments;
- ❖ Assisting with travel and accommodation arrangements;
- ❖ Taking minutes of meetings;
- ❖ Drafting and distributing correspondence memos, letters and forms;
- ❖ Providing general support to experts and visitors;
- ❖ Responding to requests for information;
- ❖ Ordering and maintaining necessary office supplies;
- ❖ Answering and forwarding phone calls.

As an Administrative Assistant, the following criteria make you eligible:

- ❖ At least five years of experience in office management, in an administrative support role or as a legal secretary;
- ❖ Previous engagement with international projects and/or projects in the sphere of judicial reform or anti-corruption is preferred;
- ❖ Fluency in written and spoken Romanian, working proficiency in written and spoken English.
- ❖ Person of the highest personal and professional integrity.

If you don't meet all the eligibility requirements but still think you are a good fit for the position, please include a short explanatory note with your motivation for this position to your application.