**Vacancy Project Assistant (f/m) for EU financed Project on Enhancement IPR in Chisinau, Moldova**

For the recently started EU project **“*Support to Enforcement of Intellectual Property Rights*”** **ENPI/2016/379461** (**EuropeAid/137467/DH/SER/MD**) the position for a **Project Assistant** for supporting the Project Team of international and local experts has to be filled. Project Consortium is led by the Italian firm “Archidata Srl”, located with a subsidiary branch in Bucharest, Romania.

**Duration:** Starting immediately until the end of November 2018 (Project term)

**Contract type:** Fixed contract term, Full time

**Duty Station:** Project Office within the St[ate Agency on Intellectual Property](http://www.agepi.gov.md/en) (AGEPI), Chisinau, Moldova

**Project Director:** Ms. Andreea Comșa, Archidata Srl – Consortium Leader

**Organizational setting:** The Project Assistant will work under the direct supervision of the Team Leader, Project Director and Project Manager, and in cooperation with the Project’s key experts and short term experts.

**Profile**

Qualification and skills:

* Higher education: university degree is an advantage
* Translator certificate for English and/or knowledge in the field of Intellectual Property Rights and/or Law would be an advantage
* Fluency in English and good knowledge of Romanian and Russian
* Excellent command of the MS Suite (Word, Excel, Powerpoint)
* Strong communication & writing skills
* Ability to interact with team members, suppliers and different kind of stakeholders (public, business, NGOs etc.)

Professional experience**:**

* Previous experience in project management in at least one EU funded project on similar position

**Main duties**

* General administration tasks (photocopying, sending fax messages, preparing letters and e-mails, sorting and distributing incoming and outgoing mail);
* Assisting the Project Team in various technical aspects (ensure timesheets approval, monitoring of project status according to the planning, drafting official letters, checking reports, drafting minutes, ensure the delivery/handing of different documents to different institutions in the framework of the project etc).
* Financial responsibilities: applying the procurement procedures for the use of Incidental Expenditures, according to PRAG rules; prepare payment requests; keeping payments situation and financial documents etc.
* Logisticsaspects: organizing project events, including meetings among experts and with beneficiaries/Contracting Authority,; direct communication with suppliers (invoices, contracts etc); keep an archive with all the information required for the project; logistic arrangements for the Project experts (booking flight tickets, ensure availability of letter of invitation, other embassy arrangements, arrange accommodation when needed) etc.
* Ensure translation / interpretation activities, upon request.
* Any other tasks usually under the responsibility of a Project Assistant.

**Submission procedure**

We look forward to receiving your application until **30th of December** via email at **office@ipr-moldova.net**. Please include in your CV the contact details (also skype ID). Only selected applicants will be contacted for an interview.