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The European Union Partnership Mission in the Republic of Moldova (EUPM Moldova) is part of the Common Security and Defence Policy (CSDP), which enables the Union to take a leading role in peace-keeping operations, conflict prevention and in strengthening of international security. It is an integrated part of the EU's comprehensive approach towards crisis management, drawing on civilian experts from the police force, crisis management systems and other related areas.

EUPM Moldova was established on 24th April 2023 by the Council of the European Union in response to a request from the Moldovan Government to the EU to support the Moldovan authorities in contribute to enhancing the resilience of the security sector of the Republic of Moldova in the areas of crisis management and hybrid threats, including cybersecurity and countering foreign information manipulation and interference. EUPM Moldova is an exclusively civilian mission.

EUPM Moldova Headquarters is located in Chisinau. With this call for applications, EUPM Moldova is looking for Local National Staff to support its operations in Moldova.

The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325.

General Requirements & Eligibility

Applicants should:

- Enjoy full civil rights and do not have criminal record (a certificate will be required before any employment offer);
- Be in possession of Moldovan citizenship and/or of a valid residence and work permits according to Moldovan laws;
- Be physically fit to perform the duties relating to the post (a medical certificate will be required before any employment offer);
- Have fulfilled any obligations imposed on him/her by the laws concerning military service

Only applications provided on the **official EUPM Moldova application** form will be accepted (please download it from this website)

The application form must be filled in English.

Application form to be submitted in as a MS Word document (No PDF or JPEG will be accepted).

Rename the file with the post number, name: e.g. "MDAL15_Family name _First name".

Application submission deadline: **November 15th 2026, 17:00 Chisinau time.**

Submitted files will not be returned.

EUPM Moldova retains the discretion to re-advertise/re-post the vacancy, to cancel the recruitment, to offer an appointment at a lower grade or to offer an appointment with a modified job description.

Annex 1

European Union Partnership Mission in Moldova (EUPM Moldova) 2-2026 Call for Applications – National Staff					
Organisation:		EUPM MOLDOVA			
Job Location:		Chişinău			
Employment Regime:		Local Contracted			
Job Title/ Vacancy Notice:	Ref.	Name of the Post	Location	Post Group	Available on
	MDAL15	Project Manager	Chişinău	II	ASAP
	MDAL20	Human Resources Management Officer	Chişinău	II	ASAP
	MDAL22	Interpreter and Administrative Officer	Chişinău	II	ASAP
Deadline for Applications:			November 15th 2026, 17:00 Chisinau time		
E-mail Address to send the Job Application Form to:			recruitment@eupm-moldova.eu		
Information:			For more information relating to selection and recruitment, please contact EUPM Moldova: recruitment@eupm-moldova.eu		

Position Code	Position Title	
MDAL 15	Project Manager	
Department/Unit	Location	Post Group (Local Staff)
Operations Department/Project Cell	Chişinău	II

The post holder will report to the Head of Project Cell or his/her delegate and will support the Mission in the area of project administration and implementation.

Duties and Responsibilities:

The Project Manager will be required, in accordance with the EUPM Moldova mandate, Code of Conduct and the General Service Conditions for locally contracted staff employed by EUPM Moldova, to perform the following tasks:

- To provide support throughout the project cycle, i.e., on the development, implementation, monitoring, and evaluation of different projects;
- To support the planning and preparation of the project documentation;
- To work in close coordination with other Mission members to ensure the appropriate follow-up actions;
- To take responsibility for a range of project activities, each requiring simultaneous attention and work under demanding schedules;
- To contribute to the development of project technical specifications and terms of reference;
- To track and oversee budgets of project costs;
- To liaise with service providers, suppliers, stakeholders and other relevant actors;
- To provide support in the organisation and procurement of in-country and international events, study trips, and other travel arrangements, in collaboration with the relevant actors;
- To receive, review, prepare, initiate, process and track certified requisitions submitted for procurement;
- To ensure the timeliness and completeness of progress and final reports on projects implemented by the Mission;
- To contribute to the development and administration of the Mission's projects database and archiving system, in coordination with the Operations Assistant;
- To compile agendas, schedules, minutes and reports for the Operations Department, when required;
- To translate documents and act as an interpreter in the meetings, when required;
- To perform any other tasks as requested by the Line Managers.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have a criminal record;
- Be in possession of Moldovan citizenship and/or of a valid residence and work permit according to Moldovan laws;
- Be physically fit to perform the duties relating to the post;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Successful completion of a full course of university studies attested by a Bachelor's degree in Public Administration, Business Administration, Purchasing and Supply Management, Finance, Accounting or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- After having obtained the relevant Bachelor's degree, at least three (3) years of relevant and proven full-time professional experience.

Essential criteria:

- Excellent communication skills in English and Romanian;
- Experience in project management;
- Very good knowledge of and experience with Office Suite Package;
- Ability to write and communicate in a clear and concise manner;
- Excellent analytical and organisational skills;
- Prior work experience in positions requiring analytical and organizational skills, with a service and project-oriented approach.

Additional advantageous assets:

- Master's Degree in a relevant field;
- Good knowledge of Russian;
- Certification in project management, such as PRINCE2, or similar;
- Prior work experience in the EU and/or international environment;
- Availability to participate in field trips/workshops across the country;
- Ability to work methodically, accurately and with attention to details, as well as to tight deadlines;
- Valid driving licence of category "B".

Personality assets:

- Strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to work on a multitude of activities at the same time and with limited supervision;
- Ability to work harmoniously with colleagues and as part of a team, with respect to diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to details, solid work ethics, willingness to work flexible working hours and ability to deal helpfully and courteously with all actors.

Position Code	Position Title	
MDAL 20	Human Resources Management Officer	
Department/Unit	Location	Post Group (Local Staff)
Human Resources Section	Chişinău	II

The Human Resources Management Officer will report to the Head of Human Resources. S/he will support the Human Resources Section (HR) and will contribute to the efficient and effective accomplishment of its tasks.

Duties and Responsibilities:

The Human Resources Management Officer will be required, in accordance with the EUPM Moldova Mandate, Code of Conduct and the General Service Conditions for locally contracted staff employed by EUPM Moldova, to perform the following tasks:

- In a timely and efficient manner, to book travel services (e.g., flights and accommodation) or obtain relevant quotations for duty travels in accordance with the Mission's Standard Operating Procedures (SOP) and the Guide to missions and authorised travel;
- In accordance with approved rules and procedures, to obtain relevant quotations for or book inbound/outbound/home travel and communicate with eligible candidates/mission members accordingly;
- To contribute to the development, implementation of and follow up on HR-related strategies, policies and procedures;
- To carry out the assigned human resources related tasks and projects in close co-ordination with HR Officers;
- To liaise with relevant authorities, service providers, institutions and other EUPM units, as necessary for the proper performance of tasks;
- In a timely and accurate manner, to support the processing of financial entitlements of mission members, such as reimbursement of duty trips, inbound/outbound/home travel, payment of invoices, calculation of payroll, etc.;
- To be on-call and irregular working schedule if required;
- To assist the HR teams with the daily running of the HR Section;
- To provide advice, guidance and support to mission members regarding all human resources matters;
- To develop and maintain the HR records management system(s), including personal files, HR-related databases, folders, etc.;
- To perform administrative duties: draft memos, employment letters, reports, and other HR-related documents, fill up forms, copy and scan documents, etc.;
- To support the administration of duty rosters and monthly attendance records;
- To assist the HR Officers in the selection and recruitment of staff as per the applicable rules;
- To translate HR-related documents from local languages to English and vice versa;
- To handle information with confidentiality and discretion;
- To perform any other related tasks as requested by the Line Managers.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- Be in possession of Moldovan citizenship and/or of a (still) valid residence and work permits according to Moldovan laws;
- Have fulfilled any obligations imposed on him/her by the laws concerning military service;
- Be physically fit to perform the duties relating to the post;

- Successful completion of the secondary education attested by a diploma;
- After having obtained a secondary education diploma at least three (3) years of relevant and proven full-time professional experience.

Essential criteria:

- Professional fluency in English and Romanian, both oral and written;
- Very good knowledge of and experience with the Microsoft Office Suite Package;
- Prior experience with analyzing data and preparing reports;
- Excellent analytical, coordination, planning and organizational skills.

Additional advantageous assets:

- Successful completion of university studies attested by a Bachelor's degree in Human Resources, Management, Public Administration, Business Administration, Social Sciences, Hotel and Tourism Management, or a closely related field of study;
- Good language skills in Russian;
- Prior successful experience with extensive booking of diverse travel services;
- Professional experience in an intercultural environment, with respect for diversity;
- Ability to focus on priorities, to monitor and properly implement procedures and processes;
- Ability to deliver work on time and to agreed standards, even under pressure.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to work long and irregular working hours;
- Ability to build and maintain productive and cooperative working relationships with other mission members;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to work methodically, accurately and with attention to details as well as to tight deadlines;
- Experience of working on a multitude of activities at the same time and with limited supervision;
- Ability to work independently and harmoniously with colleagues and as part of a team, with respect for diversity;
- Punctuality, commitment to quality, ability to perform under stress, attention to detail, solid work ethics, willingness to work flexible working hours and still deal helpfully and courteously with all stakeholders.

Position Code	Position Title	
MDAL22	Interpreter and Administrative Officer	
Department/Unit	Location	Post Group (Local Staff)
DHoM/CoS Office	Chisinau	II

The Interpreter and Administrative Officer will report to the Deputy Head of Mission/Chief of Staff (DHoM/CoS). As part of the DHoM/CoS Office, s/he will assist the Head of Mission (HoM) and DHoM in the area of interpretation and translation, as well as contribute to the efficient and effective running of the coordination administrative tasks.

Duties and Responsibilities:

The Interpreter and Administrative Officer will be required, in accordance with the EUPM Mandate, Code of Conduct and the General Service Conditions for Locally Contracted Staff Employed by EUPM Moldova, Serving in Moldova, to perform the following tasks:

- Assist with the daily management of the DHoM/CoS Office;
- Perform administrative and secretarial duties;
- Serve, when required and tasked by DHoM/CoS as interpreter in HoM's and DHoM's meetings, and in other Mission meetings, by providing simultaneous and consecutive interpretation from Romanian into English and vice versa;
- Translate, when required;
- Support DHoM/CoS in the development and implementation of administrative policies for DHoM/CoS Office, and contribute to Mission administrative policies;
- Manage the calendar of meetings and appointments, and travel schedules of DHoM/CoS;
- Under the coordination of the DHoM/CoS, and in support of the Executive and Document Management Officer, support the Mission's knowledge and documentation system;
- Perform duties related to mailing, correspondence and communication;
- Support the maintaining of rosters for Head of Mission (HoM) and DHoM/CoS Office in close coordination with the Executive and Document Management Officer, HoM's Administrative Officer and Human Resources;
- Support HoM's Office with administrative functions as tasked by DHoM/CoS;
- Work in close coordination with HoM's Administrative Officer;
- Handle information with confidentiality and discretion;
- Perform any other related task as requested by his/her Line Manager.

Qualifications and experience

Eligibility criteria:

- Enjoy full civil rights and do not have criminal record;
- Citizenship of Moldova and/or holding permanent resident and work permits according to Moldovan laws;
- Successful completion of the secondary education attested by a diploma;
- After having obtained a secondary education diploma, at least five (5) years of relevant and proven full-time professional experience in the private and/or public sector.

Essential criteria:

- Be physically fit to perform the duties relating to the post;
- Professional fluency in English and Romanian languages, both oral and written;

- Excellent communication skills of English and Romanian;
- Very good knowledge and experience of Office Suite Package;
- Experience in positions requiring analytical and organizational skills, with a service- and project-oriented approach.

Additional advantageous assets:

- Successful completion of a full course of university studies attested by a degree in Public Administration, Political Science, International Relations, Law, Social Sciences, Diplomacy Philology, Humanities or a closely related field of study, where the normal duration of university education in the country awarded is three (3) years or more;
- Professional experience in an EU and/or International environment;
- Experience of working in an intercultural environment, with respect of diversity.

Personality assets:

- Have strong sense of initiative, responsibility and autonomy;
- Ability to build productive and cooperative working relationships with other staff members;
- Ability to write and communicate in a clear and concise manner;
- Ability to prioritize tasks and to deliver high quality of work in a timely manner even under pressure;
- Ability to deal helpfully and courteously with people, including outside contacts;
- Ability to perform on-call and irregular working schedule if required.