

Expertise France (EF) is a public agency created on January 1st 2015, and it has joined AFD Group as of January 1, 2022. EF offers program engineering and technical assistance by developing and implementing international cooperation actions worldwide. Expertise France is the French public agency for international technical assistance.

Expertise France supports its partners and clients in **implementing public policies** in the areas of sustainable development, economic development, public finance, **governance** and human rights, social protection and employment, health, and issues relating to stability, safety and security.

Expertise France recruits: **Project operational officer** for a project aiming to provide support in combating and preventing corruption and organized crime in the Republic of Moldova, based in Chişinău.



EUROPE



MOLDOVA CHISINAU

Job description

The Project operational officer will be responsible for the logistical aspects of the project aiming to provide support in combating and preventing corruption and organized crime in the Republic of Moldova. Based in Chişinău, he/she will be placed under the supervision of the Team Leader and will work closely with the Project Coordinator and the financial functions of the shared office of Expertise France in Moldova, as well as with the headquarters of Expertise France, located in Paris.

More specifically, the Project operational officer will be responsible for:

Logistics management of missions, events and study visits

- Ensure the proper organization of missions ("MSC" Mission Security Clearance, "OM" mission order, visa, transportation and accommodation reservations; per diem payments in connection with the accounting department);
- Support the organization of events (steering committee, technical follow-up committees, launch/closing ceremonies, various workshops): convening participants, identifying and contracting service providers (venues, caterers, translators, interpreters, etc.), reservation, reception/attendance lists, management of coffee breaks and lunches, taking photographs;
- Check the quality of services before the launch of events and ensure proper implementation in advance (installation of video projector, roll up, visibility, internet, implementation of catering services, etc.);
- Manage study visits outside Moldova and complete the related administrative procedures;
- Make the connection between providers and projects in their event organization needs ;
- Ensure bookings with event providers (premises, caterers, catering, translators, interpreters, etc.) ;

Contract management

- Support for public procurement ;
- Draw up contracts with service providers (collection and analysis of quotations... in collaboration with the shared office of Expertise France in Moldova) ;
- Draw up contracts with experts, verify and register third-party/individual information sheets ;
- Carry out post-mission follow-up by checking all the supporting documents relating to the mission.

Payment management

- Initiate the payment process following receipt and approval of deliverables by the Project Coordinator.
- Check that supporting documents (invoices, timesheets, receipts, deliverables, etc.) for payment requests are in order before forwarding them to the payment service of the shared office ;
- Coordinate, in conjunction with the shared office, the monitoring of payments to experts and service providers in accordance with the contractual provisions.
- Coordinate, in conjunction with the shared office, the physical and digital archiving of the project's financial and technical documents.

Secretarial duties :

- Handling post and filing ;
- Organising and convening meetings ;
- Maintaining the project team's calendar and schedule ;
- Ensure that participants are invited to activities organised in collaboration with partners ;
- And assist with the provision, reproduction and distribution of documents, particularly for training participants.

Furthermore, the Project operational officer will provide support for the **communication of the Project activities** (in accordance with the donor's rules and procedures as well as the rules of Expertise France):

- Development and implementation of project communication materials and tools ;
- Support for organising media appearances; taking photographs during events and activities ;
- Press relations management, drafting and publishing press articles; issuing press releases;
- Liaise with the partners' communications departments ;
- Formatting project deliverables.

Project description

Support in combating and preventing corruption and organized crime in the Republic of Moldova

The project aims to support Moldova in establishing effective, efficient, independent and accountable justice, prosecution and investigation systems capable of combating and preventing corruption, organised crime and financial crime (including money laundering) by 2029.

This project consists of the following components:

1. Bolster investigations capacities of law enforcement bodies, and their coordination;
2. **Strengthen the legal and institutional framework, and prosecution and adjudication capacities;**
3. Integrity framework – Mainstream anti-corruption in several public institutions;
4. **Project and Anti-corruption donor's network coordination;**

EF has been commissioned by the European Union to work on components 2 and 4. CIVIPOL is responsible for Component 1, and the UNDP is responsible for Component 3.

The project is funded by the European Union and the French government, for a total of €10 million, including €7 million for the financial envelope for which EF will be responsible. The planned implementation period is 36 months (three years).

Applicant profile

Qualifications and Professional experience

- Higher education diploma in administrative management, logistics, events or any other relevant degree for the assignment;
- At least 3 years of experience in a similar position;
- Experience in international project management and knowledge of public funding requirements, as well as institutional (European Union) donors' rules are a plus;

Skills:

- Excellent command of office tools, notably Excel and Word;
- Organizational skills: autonomy, rigor and method, sense of responsibility;
- Communication skills: diplomacy and ability to communicate with private or public, local and international partners;
- Team spirit;
- Excellent analytical and writing skills;
- Proficiency in Romanian and English; fluency in French is an asset;
- Ability to work effectively in a multicultural/multinational environment;
- Excellent planning and reporting skills;
- Having knowledge of network IT would be an asset.

 Additional information

- Job start: September 2026, for one year, renewable for the duration of the project (3 years);
- Documents to submit: Resume and cover letter (**2 pages maximum**)

Publication date: 17/08/2026

Submission deadline: 2/09/2026 at 17:00 pm (Chişinău time)