

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: **Logistics Officer** for its activities in Moldova to cover the needs of logistics management within a shared office, based in Chişinău.



EUROPE



MOLDOVA



CHISINAU

Job description

The Logistics Officer will be responsible for the logistical aspects of projects implemented by the shared office of Expertise France in Moldova. Based in Chişinău, he/she will be placed under the supervision of the Administrative and Financial Manager and will work closely with the other departments of the shared office, as well as with the headquarters of Expertise France, located in Paris.

More specifically, the Logistics 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.);
- Development and implementation of project communication materials and tools, press/media contacts;
- Management of study visits outside Moldova and completion of 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.);

Support for the management of the shared office

- Regularly ensure the inventory of assets (consumables & office equipment);
- Ensure the proper management of local means of transport (vehicle fleet and/or drivers);
- Ensure the proper management of the telephony, IT and other equipment in the shared office (IT/electronic difficulties), in conjunction with the IT department (Information Technology Services Directorate);

- Ensure relations with car rental and taxi companies in connection with project teams;
- Coordinate official correspondence to administrations and other agency sites/offices;

Contracting

- Draw up contracts with service providers (collection and analysis of quotations... in collaboration with the Administrative and Financial Manager (RAF)) ;
- Support the development of contracts with experts, and verify third-party/individual information sheets;

Security of operations

- Work closely with the Operations Security Department and the Regional Coordinator for Operational Security on building and movement security aspects. Escalate any issues encountered;
- In collaboration with the Eurasia security coordinator: monitoring of office security procedures (management of badges and access in relation to the building manager, security equipment management, etc.);
- Ensures the proper allocation of human and material resources for departmental needs and during missions (driver scheduling, vehicle assignment, relations with rental providers, etc.);
- Ensure the proper use and maintenance of vehicles (filling of dashboards, mechanical maintenance, monitoring of inspections, etc.);
- On the basis of requests for assignments outside the capital city of the Chief/Project Managers, contact the CRSO Eurasia if they identify any particular difficulty in the planned trip;
- Ensure the implementation and compliance of travel procedures, in liaison with the Operations Security Department and the CRSO Eurasia, regarding their technical and practical application;
- Maintain regular contact with field teams;

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: May 2026, for one or two years, renewable for the duration of the project (3 years);
- Documents to submit: Resume and cover letter (**2 pages maximum**)

Publication date: 05/5/2026

Submission deadline: 19/05/2026 at 17:00 pm (Chişinău time)