

Swiss Cooperation Office in the Republic of Moldova is seeking for an Assistant of the Country Director

Minimum Requirements:

- ◆ The Assistant Country Director (ACD) should be able to support the Country Director (CD) in the design, implementation, monitoring and steering of the Swiss cooperation programme in Moldova.
- ◆ Advanced knowledge and academic background in the field of management, politics, sociology, economics or domains related to the Swiss Agency for Development and Cooperation (SDC) Moldovan Country Programme (health or water and sanitation).
- ◆ Demonstrated professional competence in programme management and project cycle management.
- ◆ Proven leadership and management skills, good networking and communication skills, and the ability to guide, coach and motivate a team.
- ◆ Capacity to conduct discussions with officials and partner organizations, demonstrating effective networking, reliability and discreetness.
- ◆ High interest in social, economic and political affairs, and in national and international development policy and development assistance.
- ◆ Fluent in Romanian, English and Russian (German or French is an asset).
- ◆ Strong computer application skills and proven analytical and writing skills.

For detailed information on duties and minimum requirements please access the "Job Opportunities" page on the SDC website <http://www.swiss-cooperation.admin.ch/moldova>.

The interested persons should submit their applications, i.e. Cover Letter, Curriculum Vitae, related recommendation letters and references, with the mark "**Assistant of the Country Director**" by **20 September 2010** to the following address: SDC, 23, A. Mateevici str., block B, Chisinau MD-2009.

Only the short-listed candidates will be contacted.