



ADVERTISEMENT

For the selection of a PROJECT ASSISTANT (PA/1 position)

within the Project Management Unit of the "Integrated Nutrient Pollution Control Project"

Ministry of Environment, Waters and Forests seeks recruitment, with an employment contract for a limited period, of suitable staff to fill the Project Assistant position within the Project Management Unit (PMU) responsible with the implementation of the World Bank (WB) supported Additional Financing of the Integrated Nutrient Pollution Control Project (INPCP-AF). Through the Additional Financing the overall development objective of the Project became to support the Government of Romania towards meeting the EU Nitrate Directive requirements at a national scale. The proposed interventions will build on the successes and lessons learned from the initial Project as well as from similar projects in Europe and Central Asia and other regions.

General Description:

- a. The Project Assistant provides support for project implementation under the direct supervision of the PMU director.
- b. The Project Assistant is subordinated and reports to Project Management Unit (PMU) Director.

The individual employment contract will be concluded for a limited period of time, until 31.03.2022.

The minimum required qualifications are:

- higher education completed with a diploma, respectively long-term higher education, graduated with a bachelor's degree or equivalent;
- a background of at least 3 years in project implementation;
- proven experience in secretarial and translation activities;
- ability to process quickly, prioritizing work activities;
- experience in using computer-based tools including electronic mail, word processing, spreadsheet, Internet and database products, knowledge of MS Office desktop applications are mandatory;
- good command of spoken and written English proven by presenting Cambridge certificate (C1 level) or equivalent.

The selection process will be held in accordance with World Bank selection of consultants: "Guidelines: selection and employment of consultants under IBRD loans and IDA credits & grants by World Bank borrowers".

Details regarding the recruitment, the terms of reference and the required qualifications are available at the below mentioned address or on the websites of the Ministry of Environment, Waters and Forests (www.mmediu.ro) and of the Project (<http://www.inpcp.ro>).

Interested candidates are invited to submit a file containing the following documents:

- application letter in both Romanian and English languages;
- Curriculum Vitae in both Romanian and English languages;
- copy of ID card;
- copy of the employment book or certificate/certificates confirming length of work experience;
- a declaration that he/she has no penal record which would make he/she incompatible with the job for which the application is submitted;
- medical certificate attesting a proper health, issued up to 6 months prior to the competition deadline;
- other relevant documents (diplomas, certificates, recommendations, etc.).

The selection of the candidates will be carried out on the basis of the assessment of files and supporting documents and the suitable candidates will be contacted by phone/e-mail for the interview.

The applications will be submitted to the "Integrated Nutrient Pollution Control" Project Management Unit - Ministry of Environment, Waters and Forests, 46-48 Calea Plevnei, Entrance E, 1st floor, room 11, District 1, Bucharest or by e-mail at: catalina.criveanu@mmediu.ro, raluca.mateescu@mmediu.ro and mihaela.ilina@mmediu.ro.

In case the application file is submitted electronically at the above mentioned e-mail addresses, all documents that were requested to be submitted in original through this advertisement, must be furnish in original by the candidate during the selection process, at the request of the selection commission.

Closing date for application is December 02nd 2020.

Additional information can be obtained at the representative of the "Integrated Nutrient Pollution Control" Project Management Unit (PMU) at the above-mentioned address or at the e-mail addresses: catalina.criveanu@mmediu.ro or at: 0756.036.082, raluca.mateescu@mmediu.ro or at: 0756.091.082, mihaela.ilina@mmediu.ro.