

Programme Officer, Moldova

Place of work:	Chisinau, Moldova
Employment rate:	100%
Start date:	1 July 2025
Contract type:	1 year with possibility of extension
Other:	Must be eligible to work in Moldova

About

The Basel Institute on Governance is a hands-on centre of competence dedicated to promoting good governance and countering corruption for a more peaceful, just and sustainable world. Established in 2003 in Basel, Switzerland, the Institute works with partners worldwide to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 150 staff covering 32 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

The International Centre for Asset Recovery (ICAR) is a specialised centre at the Basel Institute that works together with partner countries to strengthen their capacities to recover illicit assets. We place particular emphasis on hands-on mentoring on investigation methods and confiscation and prosecution strategies, as well as international cooperation. The aim is two-fold: to build capacity and effectively progress cases to the stage of recovery. We also develop and deliver tailor-made training; support legislative and institutional reform processes; and work with other international organisations to advance innovation and global policy dialogue on asset recovery.

About our programme in Moldova

With funding from the Swiss Agency for Development and Cooperation (SDC), ICAR completed a six-month inception phase of the Supporting Moldova in Confiscating and Recovering Stolen Assets (CRESTA) programme. Subject to confirmed funding by SDC, ICAR will continue the implementation of the CRESTA programme to support Moldovan partner agencies to enhance their asset recovery capability.

During the anticipated one year implementation phase, programme activities will include: coaching and mentoring, international cooperation, legal and policy review and training delivery. These activities will be delivered in conjunction with Moldovan partner agencies, including the General Prosecutor's Office (GPO), National Anticorruption Center (NAC), the

Criminal Assets Recovery Agency (CARA), the Specialised Prosecutor's Office on Organised Crime and Special Cases (PCCOCS), and the National Institute of Justice (NIJ).

Job description

The primary responsibility of the Programme Officer position is to facilitate communication as a translator, between the Senior Specialist, Asset Recovery (and other staff of the Basel Institute on Governance) and Moldovan partner agency counterparts. The translation component of this role will require the Programme Officer to engage in daily iterative oral and written communication with partner agency counterparts to support the delivery of programme activities led by the Senior Specialist, Asset Recovery.

The Programme Officer will also play a cross-cutting role to support programme delivery. This will include stakeholder coordination, administrative and logistical support and event management. This will further require the Programme Officer to liaise with HQ-based colleagues in Basel, working in programme management, training, eLearning and communications. The position will support the Senior Specialist, Asset Recovery and the Programme Manager to deliver the programme in a coherent and structured manner, aligned with ICAR's Operational Strategy and donor requirements.

Key responsibilities

Translation and interpretation

- Provide written translation between English and Romanian, with a focus on legal and technical documents such as court decisions, official correspondence, indictments and investigative material.
- Deliver simultaneous or consecutive interpretation between English and Romanian during meetings, trainings and events.
- Ensure quality assurance of Romanian translations of training materials and eLearning courses to ensure accuracy and appropriateness for delivery.

Administrative and logistical support

- Provide general administrative assistance, including document formatting, proofreading and editing.
- Prepare agendas, presentations and meeting documentation.
- Take and disseminate meeting notes and ensure follow-up on action points.
- Organise and support logistics for events and training sessions (e.g. booking venues, arranging travel and accommodation, coordinating technical support).

- Support scheduling and documentation management for programme-related meetings.
- Assist international staff in obtaining visas, work permits and other legally required documentation.

Programme coordination and support

- Support the implementation of work plans in collaboration with HQ-based programme management and technical experts.
- Assist HQ-based programme management with financial administration and procurement processes. Process and reconcile expenses and other financial documentation.
- Support HQ staff with timely data collection and the monitoring and evaluation (M&E) of programme activities.
- Assist technical experts and HQ-based programme management with updating risk registers and implementation of mitigation measures.
- Support ICAR international and HQ staff in interpreting contextual developments related to the political and legislative environment in Moldova.

Qualifications and skills

- University degree in law, political sciences, international relations or other relevant fields.
- At least five years' experience working with translation and project coordination, preferably in the sphere of international development.
- Demonstrated ability to conduct high quality and accurate consecutive interpretation, including understanding specialised terms and words associated with criminal law and procedure.
- Demonstrated skills in document translation (preferably law related) reflecting technical accuracy and meaning.
- Experience working with relevant stakeholders from governmental and non-governmental institutions in the fields of anti-corruption, law enforcement and justice is an advantage.
- Romanian language native speaker with excellent English language skills (written and oral); proficiency in other languages is an advantage.
- Proficient in MS Office, including Excel.
- Ability to work in a fast-changing environment.

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please submit your application at your earliest convenience, but no later than **10 June 2025**, using the following link: <https://intranet.basel.institute/job/apply/52>.

Applications will be reviewed on a rolling basis.

***** Why work with us? Watch this [video](#) to find out more. *****

Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.