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FRC - International Operations Department
Moldova Delegation - National Staff Position

Ref: MDHR01

TITLE:	**National Support Officer**
STATUS:	National Staff contracted by the MRCS (Fully dedicated to FRC supported activities in Moldova)
COUNTRY OF EMPLOYMENT:	Republic of Moldova
LOCATION:	Chisinau
DURATION OF THE CONTRACT:	**12 months (Renewable)**
FINANCING FROM BUDGET:	MD108 - MD Delegation Budget
DATE OF BEGINNING OF POSITION:	**January 1st, 2027**

JOB OBJECTIVES

Working environment

Since April 2022, the French Red Cross (FRC) has participated in the response of the Red Cross/Red Crescent Movement to the Ukraine crisis, in Ukraine and its neighbouring countries, by providing significant financial, technical and logistical support and by opening one delegation in Romania covering also Moldova and one delegation based in Ukraine.

The RoMo FRC delegation was previously located at the Romanian Red Cross (RRC) headquarters in Bucharest until the end of December 2025, supporting the RRC in the implementation of Mental Health and Psychosocial Support (MHPSS), Primary Health, and First Aid projects sectors, targeting Ukrainians refugees mainly and vulnerable host populations; through a delegated management approach.

The French Red Cross closed its delegation in Romania at the end of 2025, and relocated it into Moldova in January 2026.

In Moldova, the FRC is currently supporting First Aid activities. Following the closure of its supported projects in Romania, the FRC is focusing its work exclusively on Moldova, working with the Moldovan Red Cross (MRCS) to support the implementation of a First Aid project initiated in April 2023. The intention is also to initiate and support more projects in Moldova alongside MRCS, particularly in the areas of National Society Development, Health and Emergency Response. A key strategic priority for the French Red Cross is now to support the population of the Republic of Moldova. Consequently, the FRC Delegation will be actively seeking new funding from 2027 to manage and implement an increased portfolio of projects.

General mission:

Under the direct supervision of the Support Coordinator, the incumbent is responsible for four key areas of support for the FRC Delegation:

1. **Finance management:** ensuring the efficient and effective running of day-to-day financial activities, which includes providing adequate financial follow-up, budgeting, and monitoring support for all FRC supported operations;
2. **Logistics:** providing essential logistical and operational support to the French Red Cross Moldova Delegation, in close collaboration with the Moldova Red Cross Society (MRCS);

3. **Liaison:** acting as the day-to-day link with the MRCS: monitoring that agreed processes and procedures are respected, identifying gaps and needs, and supporting the strengthening of MRCS capacities;
4. **HR management:** assisting with Human Resources (HR) administration and support activities.

MISSIONS AND ACTIVITIES

I. MAIN RESPONSIBILITIES

Under the responsibilities of the Support Coordinator:

a. Ensures compliance and sound implementation of all finance, operations, logistics, and human resources related activities, in line with the relevant Moldovan laws, donor regulations and FRC's policies, procedures and minimum standards.
b. Ensures the accounting and financial operation of the delegation.
c. Ensures the daily administration of the delegation.
d. Support for the Human Resources administration of the delegation.
e. Support for the logistical planning, execution, and oversight of all delegation assets and supplies, ensuring efficiency and cost-effectiveness.

II. FINANCIAL, BUDGET, ACCOUNTING & TREASURY MANAGEMENT OF THE DELEGATION:

1. ENSURING PROPER FINANCIAL MANAGEMENT AND REPORTING

a. in charge of updating and maintaining the accounting database (Excel ledgers) on a daily basis.
b. Maintain accurate financial records and documentation in line with FRC and back donors' procedures.
c. Receive MRCS project-related invoices and check their documentation, coding and accuracy; obtain the approval of the programme/project focal person; then ensure that timely cash requests are received from the MRCS and process them.
d. Support the expenditure authorization process by providing the required financial validation (coding, budget balance and availability of funds) and ensure that no expenditure is incurred outside the budget limits.
e. Prepare financial reconciliation reports on a monthly/quarterly basis together with the MRCS finance unit, adjust, reconcile or confirm balances. (The established timelines for report preparation will depend on the funding sources and are subject to change).
f. Prepare and analyse MRCS financial reports and assist the Support Coordinator in donor reporting.
g. Closely monitor and assist the MRCS in providing accurate and timely monthly, quarterly, and annual financial reports according to signed project funding and cooperation agreements (PFCAs).

2. BUDGET DEVELOPMENT AND OVERSIGHT

a. Support the Support Coordinator in developing project and delegation budgets in collaboration with programme managers, MRCS finance counterparts and the FRC Delegation team.
b. Prepare budgets in the correct template or other required formats in collaboration with the budget holders and relevant MRCS team members.
c. Support the Support Coordinator to prepare budget reviews in collaboration with MRCS budget holders and the FRC Delegation team.

3. COMPLIANCE AND AUDIT SUPPORT

a. Support the Support Coordinator in preparing documentation and assist external and internal audits.
b. Maintain transparent records for accountability and reporting.
c. Receive the National Society monthly financial reports; check proper coding, accuracy, documentation and compliance with French Red Cross Financial Management Procedures and contractual (PFCA) obligations.
d. Check working advance journals for accuracy, coding and proper documentation; assist the Support Coordinator in keeping track of income on all projects; and maintain and review a record of all Pledge Management Notes and correspondence with donors.
e. Assist the Support Coordinator in preparing transfer requests for execution.

4. CASH AND TREASURY MANAGEMENT

a. Monitor cash flow and forecast the funding needs of the MRCS and the Delegation, alerting the Support Coordinator in good time to ensure sufficient funds.
b. Oversee cash and bank transactions, perform regular reconciliations and address any discrepancies.

5. SUPPORT TO PROGRAMME AND DELEGATION TEAMS

a. Assist the MRCS and the FRC delegation in financial planning for new projects and proposals.
b. Support the Support Coordinator in training delegation and MRCS staff on FRC financial policies and procedures.
c. Support the Support Coordinator in identifying MRCS capacity gaps in financial management and in compliance with FRC and donor procedures, and support the implementation and follow-up of the related capacity-building plans.
d. Cover the tasks and responsibilities of the Support Coordinator during their absence from the duty station.

III. RESPONSIBILITIES RELATED TO SUPPLY CHAIN (LOGISTICS, PROCUREMENT, EQUIPMENT, WAREHOUSE, IT)

1. LOGISTICS AND PROCUREMENT COORDINATION

a. Ensure the implementation and application of FRC internal logistics and procurement processes.
b. Ensure the implementation and application of FRC internal logistics and procurement processes, as well as applicable donor procedures or the procedures set out in the agreements signed with partners
c. Support the Support Coordinator in the management of transportation and the vehicle fleet (planning of movements, maintenance, fuel, insurance, logbooks and vehicle documentation), in line with FRC fleet and security procedures.
d. In collaboration with the Support Coordinator, support actively provide technical support to partners and other management and coordination staff

2. ASSISTING SUPPORT COORDINATOR IN ENSURING THAT FRC DELEGATION'S LOGISTICS AND SECURITY PROCESSES MEET ESTABLISHED RULES AND PRACTICES

a. Ensure the quality of the supply chain process, in accordance with the FRC and donor guidelines.
b. Ensure that purchasing timelines are established and updated, taking into account procurement tables, operational timelines and contextual and procedural logistical constraints.
c. Ensure that follow-up tools, including price and supplier lists, are properly updated.
d. Assist the Support Coordinator in conducting physical and online purchases of items, tickets and services as required.
e. Ensure the development and implementation of relevant purchase framework contracts.
f. Assist the Support Coordinator in the management of the delegation's guesthouses.
g. Assist the Support Coordinator in the preparation of security and safety documents.
h. Participate in internal Delegation meetings and in logistical backstopping.
i. Assist the Support Coordinator and the delegation team in archiving and maintaining proper records of procurement and logistics documents (scanning, copying, etc.)

3. LINK BETWEEN MRCS AND FRC IN MONITORING PROJECT AGREEMENTS (PROJECT COOPERATION AND FUNDING AGREEMENTS – PCFA) & SUPPORTING PROCUREMENT PROCEDURES

a. Liaise with MRCS focal points to establish transparent, due-diligence-based logistics and procurement processes for all projects supported by the FRC.
b. Participate, together with the Support Coordinator, in MRCS tendering processes in line with MRCS and/or FRC procurement instructions, and take relevant notes.
c. Maintain regular contact with MRCS logistics/procurement and project support staff to ensure smooth implementation of procurement processes and projects, and keep relevant FRC delegates informed.
d. Accompany FRC delegates and MRCS staff in field visits/trips where appropriate.

4. EQUIPMENT, STOCK & IT MANAGEMENT

a. Ensure proper equipment management and control systems, including documentation, follow up and reporting.
b. Supervise the smooth running of IT equipment and the security of computers and data by ensuring proper and regular backups, antivirus protection and software updates.
c. Ensure proper follow-up of communication means.

5. MANAGEMENT OF PROPERTY AND EQUIPMENT

a. Follow up on maintenance and management of the premises, including the office and the guesthouses, as per FRC requirements.
b. Ensure that FRC property, means of communication and other equipment (including furniture, IT and energy) are purchased, used, replaced, and disposed of in accordance with the FRC and donors' policies and procedures.

IV. <u>RESPONSIBILITIES RELATED TO HUMAN RESOURCES</u>

1. Ensure the sound implementation of FRC's and donors' HR policies.
2. Follow up on the residency and documentation of international employees.
3. Support the Support Coordinator in using FRC tools and participate in the monthly Human Resources process (presence table follow-up and other monthly documents to fill) ,Maintain and update the monthly employee attendance table.

V. CAPITALIZATION & REPORTING

1. Contribute to the capitalization of experiences and lessons learned by the FRC team within the Support Department.
2. Consolidate the monthly Support reports and submit them in a timely manner to the Support Coordinator.
3. Contribute to the preparation of weekly, monthly and donor-specific reports, as requested by the Support Coordinator.

General activity: Perform any other work-related duties and responsibilities that may be assigned by the line manager. This job description is flexible and may evolve based on organisational and operational needs and objectives.

SPECIFIC POSITION CONTEXT

- Travel within Moldova may be required for the monitoring and follow-up of different projects.
- Additionally, occasional travel to other missions/countries may be possible for activities related to capacity building, training, and other professional development purposes.

HIERARCHICAL AND FUNCTIONAL LINKS

- **Reporting relationship**: Support Coordinator.
- **Operational link**: Head of Delegation.
- **Legal and admin HR reporting within the MRCS, as per contract:** MRCS Executive Director.

Works internally with:

- The Moldova FRC Delegation team as required.
- FRC HQ team: Europe Desk, HRI department, Finance controller, Logistics Referent.

Collaborates externally with:

- MRCS teams.
- PNSs, IFRC, ICRC relevant colleagues, and team members.

PROFILE

Qualifications and experience

- Minimum of 3 years of demonstrable relevant experience in a similar position.
- Bachelor's degree in Logistics or Business Administration/Finance.
- Strong knowledge of accounting principles, financial systems, budget/cash-flow monitoring and internal accounting controls is essential.
- Ability to communicate effectively with key stakeholders, especially national partners, and to adapt to a dynamic environment in order to achieve objectives.
- Computer literacy (Word, Excel, internet) is essential.
- Experience and understanding of main donors' logistics and finance requirements is desirable (knowledge of AFD and CDCS procedures is considered an asset).
- Previous experience of facilitating staff training and on-the-job coaching is considered an asset.
- Previous experience with SAGA would be an advantage.

Skills

- Knowledge of the Red Cross Movement
- Pedagogy and coaching for the benefit of partner staff.
- Ability to assess partner capacities, identify gaps and propose practical solutions, with tact and diplomacy.
- Flexibility and ability to adapt quickly.
- Strong interpersonal skills, and proven team-player.
- Able to solve complex problems and to exercise independent judgment.
- Excellent written and oral communication skills.
- Good analytical skills with good attention to detail.
- Commitment to and understanding of FRC's vision, mission, and values.

Languages

- Written and oral fluency in English and Romanian is mandatory.
- Knowledge of Russian is a strong advantage.
- Written and oral French is a strong advantage.