

Call for expression of interest

for the Secretariat of vetting the judiciary in Moldova

Object of the call	Provision of expertise for the Secretariat supporting the vetting of the judiciary in Moldova
Project	Vetting and justice reform in the Republic of Moldova
Organisation	Center for International Legal Cooperation
Type of contract	Service contract or employment contract
Duration	Two years, based on annually renewable contracts
Contract type	Fulltime or parttime
Expected starting period	April – May 2023

This call contains:

I. Call for expression of interest

Describing what will be expected from applicants / service providers and the procedure through which applications will be submitted and assessed.

II. Terms of reference

Describing the specific requirements per lot in this call.

III. Declaration on honour

See attached document, formalising the consent of the applicant to the conditions of this call.

I. Call for expression of interest

I. General conditions for each position

Applicants should be aware of the following:

- ❖ Both Moldovan nationals and international experts are invited to submit an expression of interest.
- ❖ All positions are either fulltime or parttime, with an anticipated overall contract duration of maximum two years based on annually renewable contracts. After two years it might be possible to get a third renewal of a contract, depending on an extension of the contract of CILC with the European Commission and/or the Netherlands.
- ❖ Moldovan nationals offered a fulltime position may take a leave of absence and/or suspend their contractual obligations from their current Moldova based employer for the duration of this contract, but may not be actively engaged with, nor paid by any other organisation during the contract period.
- ❖ Internationals offered a fulltime position must disclose all current employment/consultancy contracts and will also be expected to temporarily suspend all other employment activities.
- ❖ CILC offers Moldovan nationals both employment contracts through our to be established local legal entity (*Fundatia Centrului International de Cooperare Juridica, Fundatia CILC*) and service contracts, depending on the preferences of the applicant. International candidates will be offered a service contract.
- ❖ Remuneration is based on a Secretariat salary and service delivery grid specifying the scales per function. Actual remuneration will be based on the qualifications and experience of an applicant in line with the salary grid and employment/assignment policy of the Secretariat.
- ❖ For internationals offered a position, compensation for international travel and accommodation can be negotiated and will be reimbursed based on the reimbursement model attached to the service contract.
- ❖ Working remotely will be facilitated as much as possible, for both national and international staff.
- ❖ When contracted, signing of a Non-Disclosure Agreement and abiding by the Code of Conduct for Secretariat staff is mandatory. This means amongst others no engagement with political parties/events and modest behaviour.
- ❖ CILC welcomes applications from candidates who fulfil the specific profiles, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief or sexual orientation.

II. Procedure for application and selection

The objective of this call for expression of interests is to set up a list of motivated and qualified experts that can staff the Secretariat for the Commission on the vetting of judges. Natural persons are invited to submit an expression of interest for all lots. Legal persons are invited only for the lots of the ICT administrator and translator/interpreter. Based on the expressions of interest, CILC will draw up a list of experts who meet the criteria.

Expressions of interest can be submitted via email only, via secretariat@cilc.nl. Applications submitted to other mail addresses will be excluded from consideration. Required documents include:

- ❖ Current CV – in English or Romanian.
- ❖ Three professional references including name, title, email address and phone number.
- ❖ A signed declaration on honour (see attached).
- ❖ *In case of legal persons for ICT administrator and translator/interpreter: a price offer.*

Please include in the subject of the email for which lot (e.g. which position) you express your interest.

For each position, CILC will choose from the pool of expressions of interests the people who fit the positions best, against the criteria of:

- ❖ Level of professional knowledge and experience
- ❖ Level of professional skills/capacities
- ❖ *In case of legal persons for ICT administrator and translator/interpreter: price offer*

The expressions of interest will be reviewed on a rolling basis. The list resulting from this call is valid until 2025. Interested people may submit an application at any time up until November 2024.

Only short-listed candidates will be contacted. Short-listed candidates will be invited for an (online) interview and a written test. A security clearance will be part of the recruitment procedure.

III. Exclusion criteria

By signing the Declaration on Honour, you declare not being in any of the below situations:

- ❖ Have been sentenced by final judgment on one or more of the following charges: participation in a criminal organization, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
- ❖ Are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
- ❖ Have received a judgment with res judicata force, finding an offence that affects their professional integrity or serious professional misconduct;
- ❖ Do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of incorporation, establishment or residence;
- ❖ Are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever been created or are in the process of creation of such an entity;
- ❖ Have been involved in mismanagement of public funds;
- ❖ Are or appear to be in a situation of conflict of interest;
- ❖ Are or if their owner(s) or executive officer(s), in the case of legal persons, are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at www.sanctionsmap.eu).

II. Terms of reference

Lot 1: Head of Secretariat

The Head of Secretariat is the functioning manager of the Secretariat. This means that you will be responsible for the day-to-day management of 15-20 Secretariat staff members, ensuring that they deliver good quality outputs. It is up to you to make the Secretariat into a well-functioning team which is nice to work in. As the Secretariat is supporting the members of the Commission on the vetting of judges in their work, you need to maintain good and cooperative relations with the members of the Commission, ensuring teamwork between the Commission and the Secretariat.

The responsibilities for the Head of Secretariat include but are not limited to:

- ❖ Supervising the day-to-day operations of the Secretariat with a team of 15-20 staff members;
- ❖ Assisting in recruiting new Secretariat staff when needed;
- ❖ Assisting Commission 2 in drafting the rules of procedure, evaluation methodologies, and other policies, procedures and documents required for a smooth running of the vetting process;
- ❖ Ensuring compliance with internally used templates and guidelines;
- ❖ Ensuring the Secretariat's compliance with relevant laws, rules and regulations, including those concerning protection of personal data;
- ❖ Ensuring smooth and substantive cooperation between the members of Commission 2 and the Secretariat, serving as contact person for the Commission within the Secretariat;
- ❖ Serving as focal point for external relations and communications of the Secretariat;
- ❖ Identifying training needs of Secretariat staff;
- ❖ Ensuring a good team spirit.

As a Head of Secretariat, the following criteria make you eligible:

- ❖ Proficient in both written and spoken English and Romanian, knowledge of Russian is an asset;
- ❖ Minimum 5-10 years of work experience in the legal field. Court management experience is a plus;
- ❖ Proven ability in coordinating and supervising the work of a large team;
- ❖ Service-oriented teamplayer, able to motivate people under high pressure;
- ❖ Strong communication skills, both orally and in writing;
- ❖ Good diplomatic skills to navigate between Moldovan government bodies and international organisations;
- ❖ Person of the highest personal and professional integrity.

If you don't meet all the eligibility requirements but still think you are a good fit for the position, please include a short explanatory note with your motivation for this position to your application.

Lot 2: Senior analyst/investigator

The senior analyst/investigator will take the lead in investigations done in the Secretariat. Depending on how the work is organised, the senior analyst/investigator might be supervising and coordinating a small team of analysts. For a senior analyst/investigator strong and detailed-minded analytical skills and independent working skills are required, with a focus on servicing the Commission members in their needs for investigation.

The responsibilities of the senior analyst/investigator include but are not limited to:

- ❖ Leading investigations within the Secretariat, potentially coordinating a small team of analysts;
- ❖ Creating and implementing procedures to ensure consistency and quality of the work of analysts;
- ❖ Evaluating and checking to quality and accuracy of the performed analyses before final decisions are put through to the Commission members;
- ❖ Revising written decisions and statements of analysts.

As a senior analyst/investigator, the following criteria make you eligible:

- ❖ Relevant managerial skills and experience;
- ❖ At least 4-5 years of professional experience in the legal/justice sector. Court experience is considered an asset;
- ❖ Experience in drafting decisions;
- ❖ Highly organised and detailed oriented, able to work in a high-performance environment;
- ❖ Strong communication skills, both orally and in writing;
- ❖ Able to work within strict working procedures, handling data in a secure and meticulous way;
- ❖ Fluent in written and spoken Romanian and English, knowledge of Russian is an asset;
- ❖ Degree in law from an accredited university;
- ❖ Thorough knowledge of relevant national institutions;
- ❖ Person of the highest personal and professional integrity.

If you don't meet all the eligibility requirements but still think you are a good fit for the position, please include a short explanatory note with your motivation for this position to your application.

Lot 3: Analyst/investigator

Analysts form the core of the Secretariat. As an analyst you will be responsible for conducting investigations into the backgrounds of the people that are vetted. For the Secretariat, CILC is looking for a diverse range of analysts/investigators, with legal knowledge/skills, financial knowledge/skills and asset analysts. For an analyst, having strong analytical skills and solid writing skills are the most important qualities.

The analysts will report to the Head of Secretariat and will be responsible for conducting and compiling integrity (background) checks, including but not limited to:

- ❖ Analysing candidates' financial whereabouts, asset declarations, including the five-year declaration submitted in the vetting context;
- ❖ Researching and compiling relevant open-source data regarding the vetting candidates;
- ❖ Analysing other sources of information submitted by public and private parties regarding the vetting candidate, relevant for integrity assessment;
- ❖ Drafting, including in cooperation with co-workers, individual integrity assessment reports for review by the Commission members;
- ❖ Drafting interim and final decisions for review by the Commission.

As an analyst/investigator, the following criteria make you eligible:

- ❖ Have 2 or more years of professional work experience. Experience in the justice or financial analysis sector, or investigative journalism, is an asset;
- ❖ Affinity with the legal context of the work;
- ❖ Some experience in drafting analytical texts or judicial decisions;
- ❖ Highly organised and detailed-oriented, able to work in a high-performance environment;
- ❖ Able to work within strict working procedures, handling data in a secure and meticulous way;
- ❖ Ability to communicate at a high level, both orally and in writing;
- ❖ Strong analytical skills;
- ❖ Good written and spoken Romanian. Knowledge of English and/or Russian is an asset;
- ❖ Person of the highest personal and professional integrity.

If you don't meet all the eligibility requirements but still think you are a good fit for the position, please include a short explanatory note with your motivation for this position to your application.

Lot 4: Legal/administrative assistant

The Commission members and the Secretariat will work in tandem on the vetting process. As a legal/administrative assistant to members of the Commission, you will work directly with the Commission members and assist their work where needed. At the same time, you are also part of the Secretariat, herewith forming a linking pin between the Commission and Secretariat. The legal/administrative assistants will report to the members of the Commission and to the Head of the Secretariat. As an assistant, being service-oriented and meticulous in your work and communication are the most important qualities.

You will be responsible for assisting the Commission directly in its work, which includes but is not limited to:

- ❖ Compiling relevant files and documents at the request of Commission members;
- ❖ Assisting the Commission during meetings and interviews with the vetting candidates;
- ❖ Supporting the analysts/investigators of the Secretariat in their research and analyses;
- ❖ Reviewing and revising drafted texts by the Commission and Secretariat;
- ❖ Providing ad hoc interpretation and translation support to the members of the Commission.

As a legal/administrative assistant, the following criteria make you eligible:

- ❖ Have 1 or more years of professional work experience. Experience in the justice sector is an asset;
- ❖ Affinity with the legal context of the work;
- ❖ Highly organised and detailed-oriented, able to work in a high-performance environment;
- ❖ Strong communication skills, both orally and in writing;
- ❖ Good written and spoken English and Romanian, knowledge of Russian is an asset;
- ❖ Person of the highest personal and professional integrity.

If you don't meet all the eligibility requirements but still think you are a good fit for the position, please include a short explanatory note with your motivation for this position to your application.

Lot 5: Public relations officer/spokesperson

Throughout this process of vetting, it is all about communication to the outer world: what is going on? Why is the process important? And how does it work exactly? As a public relations officer/spokesperson, you will be the one designing and implementing the communication strategy for the Secretariat. You will do this in close cooperation with the Commission members and the Head of Secretariat, to create a unified approach and image to the public. As a public relations officer/spokesperson good oral and written communication skills in multiple languages are evident, and creativity and being a teamplayer are highly valued.

The public relations officer/spokesperson will report to the Head of Secretariat and to the Commission, and will be jointly responsible for the communication, outreach and awareness raising activities of the Secretariat. This includes but is not limited to:

- ❖ Drafting an external communication strategy, in consultation with the Commission members and the Head of Secretariat;
- ❖ Designing and managing the communication channels of the Commission and the Secretariat;
- ❖ Responding, in consultation with the Commission, to questions and inquiries from media outlets on the work of the Commission;
- ❖ Organising awareness raising activities and communication efforts to promote and explain the work of the Commission.

As a public relations officer/spokesperson, the following criteria make you eligible:

- ❖ Having 3 or more years of professional work experience in the field of communication;
- ❖ Affinity with the legal context of the work;
- ❖ Strong communication skills, both orally and in writing;
- ❖ Proficiency in Romanian and English. Russian is an asset.
- ❖ Highly organised and detailed-oriented, able to work in a high-performance environment;
- ❖ Diplomatic skills to navigate government institutions and the Moldovan judicial sector;
- ❖ Person of the highest personal and professional integrity.

If you don't meet all the eligibility requirements but still think you are a good fit for the position, please include a short explanatory note with your motivation for this position to your application.

Lot 6: ICT administrator

For the Secretariat, we are looking for an experienced ICT administrator who can set up and maintain an ICT system of the highest quality and security. This includes setting up the necessary software, links to databases, physical infrastructure and security measures, including its maintenance long-term. Importantly, the entire ICT infrastructure must be able to be accessed remotely as well. This can be either a parttime contract or a service contract. As an ICT administrator you need to have good communicative skills for everyone to understand how it works and have digital security in the highest regard.

As an ICT administrator you will be responsible for the set-up and maintenance of the ICT infrastructure for the Commission and the Secretariat. This includes but is not limited to:

- ❖ Setting up and maintaining the physical ICT infrastructure in the office (including secured WiFi networks, case document management system, connections to necessary databases, functioning printers etc.);
- ❖ Setting up and maintaining the digital ICT infrastructure (including safe remote working, digital working processes, VPN connections etc.);
- ❖ Helping the Commission and Secretariat with any ICT question they encounter.

As an ICT administrator, the following criteria make you eligible:

- ❖ Having 5 or more years of professional work experience in the field of ICT, with special focus on building a professional and secure office ICT infrastructure and case document management system;
- ❖ Strong communication and teamplayer skills;
- ❖ Working knowledge of Romanian and English, knowledge of Russian is an asset;
- ❖ Having digital security in the highest regards;
- ❖ Person of the highest personal and professional integrity.

Both legal persons and natural persons can submit their expression of interest.

If you don't meet all the eligibility requirements but still think you are a good fit for the position, please include a short explanatory note with your motivation for this position to your application.

Lot 7: Translator/interpreter

The Commission and the Secretariat will have two main working languages: Romanian and English. Not everyone will be proficient in both languages. As an interpreter/translator within the Secretariat, your task is to ensure files of candidates and other necessary documentation are available in both languages, to enable all Commission members to analyse the data properly. In addition, interpretation during interviews and hearings will be asked. This can be either on a parttime basis or in a service contract.

As a translator/interpreter you will report to the Head of Secretariat. Responsibilities include but are not limited to:

- ❖ Translating documents and excerpts from databases from Romanian (and occasionally Russian) into English;
- ❖ Translating decisions from English to Romanian;
- ❖ Interpreting English-Romanian-English during interviews and hearings;
- ❖ Providing other translation/interpretation services as requested in English, Romanian and occasionally Russian.

As an interpreter/translator, the following criteria make you eligible:

- ❖ Having 5 or more years of professional work experience in the field of translation/interpretation, specific experience with legal language is an asset;
- ❖ Strong communication and teamplayer skills;
- ❖ Proficiency in English and Romanian. Russian is an asset;
- ❖ Able to work meticulously and detailed-oriented in a high-performance environment;
- ❖ Person of the highest personal and professional integrity.

Please note, it is expected that the majority of the work will be translation work instead of interpretation. Both legal persons and natural persons can submit their expression of interest.

If you don't meet all the eligibility requirements but still think you are a good fit for the position, please include a short explanatory note with your motivation for this position to your application.