



Vacancy Notice n° 031/2021
Local recruitment procedure

Project Officer
(Grade B4)
LOCAL TEMPORARY CONTRACT

Council of Europe Office

Location: Ankara

Job mission

Under the authority of the Head of Office and the overall supervision of the Head of the Capacity Building and Co-operation Projects Unit in the Gender Equality Division of the Directorate General of Democracy, the Project Officer will carry out multiple assignments to help meet the overall and specific objectives for the implementation of the project “Fostering Women’s Access to Justice in Turkey” in co-operation with donors, partners and other stakeholders, and in compliance with the organisation’s regulations and/or donor requirements.

Key activities

The Project Officer performs the following key duties in close co-operation with the Senior Project Officer and the Project Manager, and in accordance with the Organisation’s procedures, guidelines and priorities, with a concern for quality, efficiency, accuracy and confidentiality:

- Contributes to the implementation of all the activities of the project(s) and their components in accordance with the work plan(s)/calendar(s) of activities, guidelines, priorities and deadlines;
- Makes contacts and ensures communication with the project’s national consultants, services providers, grantees and other relevant parties relevant to the implementation of the project’s activities;
- Takes initiative to build relationships and identifies networking opportunities with local stakeholders to multiply the impact of the project;
- Carries out research work for drafting documents relating to the project. Performs proofreading when relevant;
- Contributes to monitoring progress, evaluates results, identifies appropriate adjustments, if necessary, and contributes to project reporting to meet contractual obligations;
- Contributes to the results and achievements and advises the Senior Project Officer and Project Manager about risks and problems encountered; suggests adjustments as necessary;
- Contributes to the follow up the financial resources and activities allocated to the project.
- Contributes to raising the visibility of the project by contributing to delivering the project’s visibility and communication plans, drafting web news items and press releases, providing inputs for relevant Newsletters and social media, by disseminating information and by providing advice and input on publications and other media activities;
- Ensures that decisions and correspondence are properly documented and filed;
- Undertakes official journeys in connection with activities described above.
- Other tasks relevant to the implementation of the project.

Please note that the incumbent may be required to perform other duties not listed here.

Additional information:

Employment is subject to approval of the Project by the EU and is limited to the duration of the Project which is expected to start on 1 September 2021 and end on 31 December 2022.

Please note that the remuneration for this position is 12 190.38 TRY (gross monthly salary).

Information about the project:

Access to justice is a multifold concept interlinking protection of fundamental rights and effective provision of justice services to everyone with no discrimination. Due to economic, social and cultural barriers, women do not obtain equal protection of their rights and access legal remedies established by law. Moreover, lack of awareness on barriers of women's access to justice among front line professionals and embedded discriminatory attitudes and gender stereotypes further limit women's access to justice and enjoyment of their rights as equal citizens. Therefore, the project aims to tackle these shortcomings both from supply and demand sides and aim to strengthen women's access to justice in the following areas: Improving gender responsiveness of legal aid and victim support services; enhancing legal aid access for women including through working with legal aid lawyers and civil society; increasing legal awareness among women, especially groups of women in vulnerable situation.

The Project co-operates with the Union of Bar Associations of Turkey, local bar associations and legal aid lawyers as well as civil society and the Ministry of Justice as main stakeholders.

Eligibility criteria

This local recruitment procedure is open to applicants already present in Turkey.

Only applicants who best meet the following criteria will be considered for shortlisting.

Qualifications:

- › Completed full course of general secondary education and appropriate professional qualifications;
- › A university degree in a relevant field (e.g. political science, international relations, communication, etc) is an advantage.

Experience:

- › At least two years of relevant professional experience contributing to the implementation of assistance and co-operation projects in the area of human rights at national or international level.

Language requirements:

- › Excellent knowledge of Turkish (mother tongue level);
- › Very good knowledge of one of the official languages of the Council of Europe (English);

Nationality:

- › Nationality of one of the 47 Council of Europe member states.

Age:

- › Under 65 years of age at the closing date of the vacancy notice.

Employee Core Values

Council of Europe staff members adhere to the values [Professionalism, Integrity and Respect](#).

Competencies**Essential:**

- › Professional and technical expertise:

- Proven experience in project management and implementation in the framework of international or European technical co-operation programmes, in particular, in the fields of human rights and/or women's rights and gender equality;
 - Knowledge of the local women's rights situation;
 - Knowledge of specific project management tools (project management methodologies, logframes, risk monitoring, etc.);
 - Experience in working with civil society, bar associations, media;
 - Sound computer skills of standard tools in office applications (word processing, presentation software, outlook, internet/intranet publications).
- › Planning and work organisation
 - › Communication
 - › Results orientation
 - › Teamwork and co-operation
 - › Relationship building
 - › Initiative
 - › Initiative

Desirable:

- › Influencing
- › Creativity and innovation
- › Negotiation

For more information, please refer to the [Competency Framework](#) of the Council of Europe.

Applications

Applications must be made **in English or French** using the Council of Europe on-line application system. By connecting to our website www.coe.int/jobs you can create and submit your on-line application. Applications must be submitted at the latest **06/09/2021 (midnight French time)**.

Any false statements knowingly made by applicants in their application for employment or at the time of their engagement will result in the termination of their employment by the Council of Europe.

Applications will be examined with regard to the requirements of this vacancy and applicants will be informed in due course of the outcome of your application. This may take some time after the closing date. Preselected candidates may be invited to take written tests before an interview. Written tests may be eliminatory.

In accordance with the Staff Regulations of the Council of Europe, the compulsory retirement age is 65. We cannot therefore accept applications from persons over this age.

The conditions of recruitment and employment which apply are contained in Rule No. 1234 of 15 December 2005 laying down the conditions of recruitment and employment of locally recruited temporary staff members working in Council of Europe Duty Stations located outside of France apply ([Link to Rule 1234](#)).

The Council of Europe welcomes applications from all suitably qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief or sexual orientation.

During the different stages of the recruitment procedure, specific measures may be taken to ensure equal opportunities for candidates with disabilities.

The Organisation

The **Council of Europe** is the continent's leading organisation in the protection of human rights, democracy and rule of law. It was founded in 1949 in order to promote greater unity between its members and now includes 47 member states, all having signed up to the European Convention on Human Rights.

By Statute, the Council of Europe has two constituent organs: the Committee of Ministers, composed of the member states' Ministers for Foreign Affairs, and the Parliamentary Assembly, comprising delegations from the national parliaments. The Congress of Local and Regional Authorities of Europe represents the entities of local and regional self-government within the member states. The Commissioner for Human Rights is an independent and impartial institution within the Council of Europe mandated to promote the awareness of and respect for human rights in member states.

The European Court of Human Rights is the judicial body which oversees the implementation of the Convention in the member states. Individuals can bring complaints of human rights violations to the Strasbourg Court once all possibilities of appeal have been exhausted in the member state concerned.