






Join us
and help defend
human rights in Europe!

Local recruitment competition open to applicants already present in Türkiye

Senior Project Officer

Council of Europe Programme Office in Ankara

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 Deadline: **18/07/2023**

Project: Horizontal Facility III – Action against Money Laundering in Türkiye

■ Do you have experience in the implementation of co-operation projects? Would you like to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law? Are you interested in contributing to the fight against economic crime? If so, our job offer may be the right opportunity for you.

Who we are

■ With over 2200 staff representing all its 46 member States, the Council of Europe is a multicultural organisation. We all strive towards protecting human rights, democracy and the rule of law and our three core values - **professionalism, integrity and respect** - guide the way we work.



■ The Council of Europe has its headquarters in Strasbourg (France) and has offices in more than twenty countries. See here for more information about the [Council of Europe external presence](#).

■ The overall objective of the Action is to support authorities in improving the effectiveness of the anti-money laundering/countering the financing of terrorism (AML/CFT) framework. The implementation of the Action will contribute strengthening the management of money laundering and terrorist financing risks through preventive measures, and enhancing the capacity to fight economic crime through the effective use of financial intelligence and enhanced asset recovery mechanisms.

By carrying out reviews, assessments, and providing proposals for legislative and administrative changes, guidance and capacity-building, the Action will provide pathways to the authorities to ensure compliance with the remaining recommendations of the monitoring bodies.

Your role

■ As a senior project officer, you will:

- ▶ plans, organises, co-ordinates, implements and follows up on project activities in accordance with the project workplan and calendar of activities, in close co-ordination with the project team in Ankara and in headquarters (HQ) and in co-operation with local partners and stakeholders; reports problems encountered; suggests priorities and adjustments as necessary;
- ▶ establishes and develops effective contacts and liaises with local stakeholders, project consultants as regards the implementation of project activities;
- ▶ regularly informs the Head of the Council of Europe Programme Office in Ankara about the implementation of the project and co-ordinates his/her work within the broader framework of the overall activities of the Council of Europe Programme Office in Ankara;
- ▶ advises and briefs the management in HQ on progress of the project implementation and other project-related issues; Assists in the event of an evaluation or audit of the project;
- ▶ ensures quality and relevance of project outputs, suggests adjustments as necessary;
- ▶ ensures office management and organises the work of assistants;
- ▶ drafts and provides elements to all project related reports (activity and progress reports, mission reports, information notes, briefings, contributions, etc.) within set deadlines;
- ▶ contributes to raising the visibility of the project by drafting web news items and press releases, by disseminating information and by providing advice and input on publications, in line with the Action's Communication and Visibility Plan
- ▶ co-ordinates and contributes to financial, administrative and technical implementation of the Project and ensures close budgetary follow-up of all project expenditures, in accordance with regulations, procedures and donor requirements;
- ▶ selects local service providers and negotiates contracts in consultation with headquarters;
- ▶ undertakes official journeys in connection with the project activities;
- ▶ performs any other task related to the implementation of the project as requested;

What we are looking for

■ As a minimum, you must:

- ▶ hold a University degree in law, economics, political sciences, public administration, international relations or related field;
- ▶ have a minimum of 5 years relevant professional experience in management of technical assistance projects focusing on anti-corruption, anti-money laundering and terrorist financing, and organised crime, or at least 5 years of experience in public sector institutions or private sector working in related fields to those mentioned above;
- ▶ have a very good knowledge of one of the two official languages of the Council of Europe (English) and excellent knowledge of Turkish (mother tongue level);
- ▶ be a citizen of the host country or one of the 46 member States of the Council of Europe and fulfil the conditions for appointment to the civil service of that state;
- ▶ have discharged any obligation concerning national service (military, civil or comparable);
- ▶ not be the parent, child, stepchild or grandchild of a serving staff member of the Council of Europe;
- ▶ be under the age of 65 years.

■ Demonstrate to us that you have the following competencies:

- ▶ Professional and technical expertise:
 - Very good knowledge of Council of Europe and international standards in the area of corruption, money laundering and terrorist financing, asset recovery etc.
- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Concern for quality
- ▶ Results orientation
- ▶ Teamwork and co-operation
- ▶ Initiative
- ▶ Drafting skills
- ▶ Communication

Please refer to the
[Competency Framework](#)
of the Council of Europe

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■ These would be an asset:

- ▶ Professional and technical expertise:
 - specific knowledge of and experience with Council of Europe standards and monitoring mechanisms in the fight against money laundering and terrorist financing
 - experience in other international standard-setting or monitoring organisations in the fight against money laundering and terrorist financing, or related informal cooperation mechanisms at international level;
- ▶ Adaptability
- ▶ Creativity and innovation
- ▶ Negotiation
- ▶ Vision and Strategic Insight

Please note that as a requirement of this job, you are expected to be in good working relations with representatives of the government, public authorities and the judiciary. Furthermore, within the scope of the project activities, you may be required to travel within Turkey and internationally and therefore you need a valid passport with no restrictions for travelling abroad.

What we offer

■ If successful, you may be offered employment based on temporary contract at grade B5. Employment is limited to 31 December 2023 and may be extended for up to 42 months. You will receive a basic monthly gross salary of TRY 29675,66 which is exempt from national income tax. This salary may be supplemented by other allowances depending on your personal situation and you will be affiliated to a Council of Europe pension scheme. You will also benefit from private medical insurance, 32 working days leave per year and other benefits (including flexible working hours, training and development, possibility of teleworking, etc.).

■ This recruitment procedure is carried out in accordance with [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](#).

■ If your profile matches our needs and you are not recruited straight away, you may be placed on a reserve list.

Applications and selection procedure

■ Deadline for applications is **18 July 2023 (midnight French time)**. Applications must be made in English or French using the Council of Europe online application system. By connecting to our website www.coe.int/jobs you can create and submit your online application. Please fill out the online application form providing all requested details and explain how your competencies make you the best candidate for this role. It usually takes a few hours to fill in an application form, so please take this information into consideration while applying.

■ Only applicants who best meet the abovementioned criteria will be considered for the next stage, which will consist of assessments and an interview. Further information on the assessment process will be provided to the selected candidates in due course.

■ Applications from staff members of the Council of Europe, who currently hold a fixed-term (CDD) contract or former staff members whose fixed-term contract has ended less than 12 months before the deadline for applications, will not be considered.

■ As an equal opportunity employer, the Council of Europe welcomes applications from all suitably qualified candidates, irrespective of sex, gender, marital or parental status, sexual orientation, ethnic or social origin, disability, religion or belief. Under its equal opportunities policy, the Council of Europe is aiming to achieve parity in the number of women and men employed at all levels in the Organisation. In the event of equal merit, preference will therefore be given to the applicant belonging to the under-represented sex in the grade. During the different stages of the recruitment procedure, specific measures may be taken to ensure equal opportunities for candidates with disabilities.