






Join us
and help defend
human rights in Europe!

Local recruitment competition open to applicants already present in Ukraine¹

Project Officer

 Council of Europe Office in Kyiv

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 Deadline: **02/08/2023**

Project:

EU/COE Joint Project “Support for implementing European standards relating to anti-discrimination and rights of national minorities in Ukraine”

■ Do you have experience in the implementation of co-operation projects? Are you passionate about supporting Ukraine in the field of combating discrimination and hate crime, promoting equality and diversity in the society? Would you like to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law? 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 project “**Support for implementing European standards relating to anti-discrimination and rights of national minorities in Ukraine**”² aims at supporting Ukraine in the earlier phases of EU accession negotiations, by aligning legislation and policy related to the protection from discrimination and rights of persons belonging to national minorities with European standards. It also aims at raising awareness, at the institution and societal levels, on issues related to diversity and combating intolerance and stereotypes against vulnerable groups, and to better protect victims of discrimination.

¹ Given the current security and migration crisis in the context of the ongoing war in Ukraine, the present local recruitment is also open to applicants whose permanent residency is normally in Ukraine, and who are currently displaced outside Ukraine.

² Subject to the signature of the contract with the European Union and the actual implementation period of the project

Your role

As a Project Officer, you will:

- ▶ Contribute to the development of the project's workplan and other relevant documents;
- ▶ Contribute to the organisation, co-ordination and implementation of the project activities in accordance with the work plan and its calendar of activities and in close co-ordination with the project team in headquarters (HQ) as well as with local partners, stakeholders and consultants - seeking maximum impact and effectiveness having regard to the Council of Europe's standards, core values and priorities; report any problems encountered; suggests priorities and adjustments as necessary;
- ▶ Contribute to the preparation and drafting of documents (e.g. reports, terms of reference for different contractual engagements that are aimed at implementing relevant project activities; briefings, speaking notes, relevant meeting documentation and draft minutes; mission reports related to project activities, official speeches etc.); including editing documents prepared both in English and in Ukrainian;
- ▶ Ensure the implementation of procurement procedures required in the context of preparation of project activities and ensure the verification of purchase files, draft contracts and payment documents, including close budgetary follow-up of all project expenditures in accordance with Council of Europe regulations and procedures and the donor's requirements;
- ▶ Contribute 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;
- ▶ Contribute to the efficient functioning of the Council of Europe Office in Kyiv and regularly inform the Head of the Office and Deputy Head of Office about the implementation of the project and co-ordinate your work within the broader framework of the overall activities of the Council of Europe Office in Kyiv;
- ▶ Promote the Council of Europe values internally and externally;
- ▶ Undertake official journeys in connection with the project activities;
- ▶ Perform 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 political sciences, international relations, human rights, law, economy or a related field;
- ▶ at least three years' relevant professional experience at a national or international level in the field of anti-discrimination, combating hate crime and/or promotion of diversity and equality and experience in providing technical assistance on issues related to human rights and rule of law;
- ▶ have an excellent knowledge of Ukrainian (mother tongue level) and a very good knowledge of English;
- ▶ 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:
 - good knowledge of Council of Europe and other international standards in the fields of anti-discrimination, combating hate crimes, promotion of diversity and equality;
 - sound knowledge of the political and human rights situation in the country, especially at the local level, including the human rights situation of LGBTI, minorities and other vulnerable groups;
 - good computer skills or standard tools in office applications (word processing, data bases, presentation software, outlook, excel)

- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Concern for quality
- ▶ Creativity and innovation
- ▶ Teamwork and co-operation
- ▶ Relationship building
- ▶ Drafting skills
- ▶ Communication

Please refer to the
[Competency Framework](#)
of the Council of Europe
 - 1,6Mo

■ These would be an asset:

- ▶ Professional and technical expertise:
 - knowledge of specific project management tools (Project Management Methodology, logframes, risk monitoring, etc.);
 - previous professional experience in an international environment;
- ▶ Initiative
- ▶ Service orientation
- ▶ Resilience

What we offer

■ If successful, you may be offered employment based on **temporary contract** at grade B4. Employment is conditioned by the signature of an Agreement. The contract is limited to 31 December 2023, and may be extended until the end of the project on 30 June 2026. You will receive a basic monthly gross salary of € 2315,99 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 **01 August 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.