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human rights in Europe!



Local recruitment competition open to applicants already present in Bosnia and Herzegovina (BiH)

Senior Project Officer Council of Europe Office in Sarajevo

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Deadline: 15/11/2022

Project: Ensuring Sustainable Penitentiary Actions in Managing Rehabilitation of Violent Extremist Prisoners in Bosnia and Herzegovina (ESPA-VEP)

Do you have experience in the implementation of co-operation projects? Are you interested in contributing to the rehabilitation of prisoners and strengthening the institutional capacity of the prison system to tackle radicalisation in a human rights compliant manner? Are you proactive, well organised and able to foster good relationships? 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 2000 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 Council of Europe project on “Ensuring Sustainable Penitentiary Actions in Managing Rehabilitation of Violent Extremist Prisoners in Bosnia and Herzegovina (ESPA-VEP)” provides support to the authorities of Bosnia and Herzegovina in their on-going efforts to build capacities of the prison system and strengthen practical skills of prison staff with respect to managing violent extremist prisoners (VEPs). This will ensure sustainability of the actions undertaken towards efficient reintegration of the former VEPs back in the community. The expected results of the project are the following:

- Enhancement of the unified application of VEP-specific rehabilitation programme and tools to support individual treatment and pre-release programmes and strengthen multi-agency cooperation mechanisms in accordance with the strategic documents adopted.
- Based on prison dynamic security principles, establishment of the prison units / focal points for collection, analysis, and sharing of information between prisons, and with other relevant agencies.
- Strengthening of institutional capacities of the penitentiary system for the execution of criminal sanctions by establishing harmonised training curricula and training provision on VEP management.
- Establishment of staff protection and support mechanisms, as well as enhancement of the well-being of prison personnel who work with VEPs.

The project is carried out in close partnership with the Ministry of Justice of Bosnia and Herzegovina, the Ministry of Justice of the Federation of Bosnia and Herzegovina, and the Ministry of Justice of Republika Srpska, their respective partners from the entity and State penitentiary institutions and law enforcement agencies, as well as other relevant independent local and international stakeholders, including civil society.

Your role

- As a Senior Project Officer you will be required to perform the following tasks in accordance with the Council of Europe's procedures, guidelines, and priorities with a concern for quality, efficiency, accuracy and confidentiality:
 - ▶ Plan, organise, co-ordinate, implement and monitor project activities in close co-operation with the Project Manager in Strasbourg, other colleagues and consultants involved in project implementation in accordance with the project workplan and Council of Europe rules, procedures and priorities;
 - ▶ Inform and regularly advise the Head of Office in Sarajevo, the Head of the CPDL and Project Manager in Strasbourg about the progress of the Project and other project-related issues, identify opportunities and risks, report problems encountered and suggest priorities and adjustments as necessary;
 - ▶ Co-ordinate and contribute to financial, administrative and technical implementation of the Project and ensure close budgetary follow-up of all project expenditures, in accordance with regulations, procedures and donor requirements. Assist in the event of an evaluation or audit of the Project;
 - ▶ Select local service providers and negotiate contracts in consultation with headquarters. Draft terms of reference for different contractual engagements that are aimed at implementing each project activity;
 - ▶ Undertake official journeys in connection with project activities;
 - ▶ Establish and develop effective contacts and co-ordinate, co-operate and liaise with relevant beneficiary institutions in BiH, local stakeholders, donors, consultants and service providers engaged in the Project;
 - ▶ Check and verify the quality of the project's outputs and consultants' contributions, and provide substantial input on activities as appropriate. Provide technical and substantive briefings to short-term consultants prior and during their missions;
 - ▶ Draft project reports and other relevant documents, e.g. contributions or briefing papers as needed, within set deadlines;
 - ▶ Contribute to raising the project's visibility by drafting web news items and press releases, by disseminating public information and by providing advice and input on publications;
 - ▶ Guide and supervise the Project Assistant's work;
 - ▶ Keep abreast of and report on relevant legislative, policy and other local developments relevant to the project goals and advise on suitable action.
 - ▶ Proactively ensure quality and relevance of project outputs, ensuring synergies, as appropriate, with other projects in Bosnia and Herzegovina;
 - ▶ Perform other duties related to the implementation of the project or the Office operation in Sarajevo, as may be requested by the Head of the CPDL Unit, the Project Manager and/or Head of Office in Sarajevo.

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 of relevant professional experience in management of technical assistance projects at a national or international level, management and implementation of project activities, and experience in the area of project design and providing technical assistance on issues related to human rights and rule of law;
- ▶ have an excellent knowledge of one of the official languages of Bosnia and Herzegovina (mother tongue level) and very good knowledge of one of the two Council of Europe's official languages (English);
- ▶ be a citizen of one of the 46 member States of the Council of Europe;

- ▶ be under 65 years of age at the closing date of this vacancy notice.

Demonstrate to us that you have the following competencies:

- ▶ Professional and technical expertise:
 - Excellent knowledge of specific project management tools (Project Management Methodology, logframe, Indicators, Gantt charts, Risk Assessments, monitoring and evaluation, etc.);
 - Sound knowledge in the field of deprivation of liberty, rehabilitation of prisoners, prevention and countering violent extremism and management of violent extremist prisoners;
 - Very good knowledge of the political and legal situation in Bosnia and Herzegovina;
 - Very good computer skills and knowledge of standard tools in office applications (word processing, spreadsheets, databases, presentation software, outlook, etc.);
 - Ability to conceive and provide informed advice as appropriate.
- ▶ Planning and work organisation
- ▶ Drafting skills
- ▶ Analysis and problem solving
- ▶ Results orientation
- ▶ Initiative
- ▶ Teamwork and co-operation
- ▶ Negotiation
- ▶ Concern for quality

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



These would be an asset:

- ▶ Professional and technical expertise:
 - strong academic background and/or a further degree in a relevant subject, such as criminal law, capacity building in the field of international cooperation on the area covered by the project;
 - knowledge of and experience with the provision of Council of Europe and international standards in the areas of execution of sanctions and community sanctions and measures;
 - knowledge of Council of Europe standards, notably Council of Europe Committee of Ministers recommendations on deprivation of liberty, standards of the European Committee for the Prevention of Torture (CPT), and relevant caselaw of the European Court of Human Rights;
- ▶ Organisational and contextual awareness
- ▶ Adaptability

What we offer

■ If successful, you may be offered employment based on temporary contracts at grade B5. Employment is limited to the 31 December 2023 and may be extended until the end of the project (until 30 September 2024). You will receive a basic monthly gross salary of € 2579,60 which is exempt from local income tax. This salary may be supplemented by other allowances depending on your personal situation. You will be affiliated to a pension scheme and social and medical insurance. You will also benefit from 32 working days leave per year and other advantages (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 **15 November 2022 (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.