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[EN/FR]

Local recruitment competition open to applicants already present in the Republic of Armenia

Project Assistants

 **Council of Europe Office in Yerevan**



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Deadline: **14/02/2024**

EU/CoE Joint Programmes and Voluntary Contribution Projects

■ Are you experienced in administrative support tasks? Do you like working on projects and are you a team player? Would you like to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law? If so, this job offer may be the right opportunity for you.

Who we are

■ With over 2 200 staff members 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 external presence in more than twenty countries. See here for more information about the [Council of Europe external presence](#).

■ The Council of Europe Office in Yerevan facilitates the implementation of the Council of Europe's mission in the country on human rights protection, democracy support and the rule of law. The Council of Europe Office in Yerevan co-ordinates and implements co-operation projects and programs aimed at supporting Armenia in fulfilling its statutory and specific obligations as a member state of the Council of Europe.

Your role

■ As a Project Assistant you will:

- ▶ provide logistical and administrative assistance to the project team, as well as experts and consultants;
- ▶ assist in the day-to-day implementation, preparation, organisation and follow-up of the project's activities, completing all necessary arrangements in advance and in a timely manner;
- ▶ make practical arrangements connected to project activities (including international travel, visa requests, accommodation, meeting venue bookings, local transportation, translation, interpretation, amongst others);
- ▶ follow up on all administrative files and financial arrangements related to these events;

- ▶ organise travel, visa and accommodation in accordance with the project's needs; deal with the reimbursement of travel and subsistence expenses;
- ▶ process purchase orders for a variety of contractual and administrative arrangements;
- ▶ process and draft correspondence, documents, presentations and assist in preparing reports;
- ▶ proofread and correct linguistic and grammatical errors within texts and documents; translate documents and texts related to project activities from/to English; check translations; organise the production, distribution and publication of documents in print version or online;
- ▶ receive, review and dispatch incoming correspondence, e-mails etc.;
- ▶ ensure the circulation of pertinent information and documents within the Office;
- ▶ record, maintain and update a variety of data (files, documents, statistics, data bases, web sites, information and documentation tools etc.);
- ▶ work in close contact with other internal and/or external counterparts to ensure the co-ordination of project activities;
- ▶ report to the supervisor on activities in progress and inform of any problems encountered;
- ▶ contribute to the efficient functioning of the Office, in collaboration with the Head of Office, the Deputy Head of Office and project management;
- ▶ carry out other tasks as may be required connected to the project implementation;
- ▶ promote Council of Europe values internally and externally.

What we are looking for

■ You must:

- ▶ hold a completed full course of general secondary education, followed by a post-secondary qualification corresponding to a minimum of two years' studies;
- ▶ have a minimum of two years of relevant professional experience relating to administrative or project implementation support duties or similar duties implemented in private/public companies;
- ▶ have an excellent knowledge of Armenian (mother tongue level) and a very good knowledge of one of the two Council of Europe's official languages (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:
 - proven practical knowledge and experience of administrative duties;
 - general knowledge and understanding of the activities of the Council of Europe;
 - general knowledge and understanding of international co-operation activities;
 - ICT skills: sound computer skills and experience using standard tools in office applications (word processing, presentations, outlook, spreadsheet, databases, internet publications);
- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Concern for quality

- ▶ Service orientation
- ▶ Teamwork and co-operation
- ▶ Adaptability
- ▶ Communication

■ These would be an asset:

- ▶ Professional and technical expertise:
 - professional experience related to project implementation support duties, assistance and co-operation activities or similar;
 - experience of working in an international environment;
 - knowledge of French and of languages spoken in the region.
- ▶ Initiative
- ▶ Learning and development
- ▶ Results orientation

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B2. Employment is limited to 31 December 2024 and may be extended. You will receive a basic monthly gross salary of €1 418.20 which is exempt from national 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 list of eligible candidates.

Applications and selection procedure

■ Deadline for applications is **14 February 2024 (midnight Central European Time)**. You can apply in English or French using the Council of Europe online application system on: www.coe.int/jobs. Please fill out the 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 it in, so please take this information into consideration while applying.

■ Only applications that best meet the abovementioned criteria, and that demonstrate the best profile in terms of qualifications, experience, and motivation, shall be considered for the next stages of the recruitment evaluation process, which may consist of different types of assessment. Further information on the assessment process will be provided to the selected people 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 people, 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 staff employed in each category and grade. At the time of appointment, preference between suitable people shall be given to the person of the gender which is under-represented in the relevant grades within the category to which the vacancy belongs. During the different stages of the recruitment procedure, specific measures shall be taken to facilitate access for people with disabilities.