






Join us
and help defend
human rights in Europe!

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

Senior Project Officer

Council of Europe Office in Chişinău

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 Deadline: **21/02/2023**

Project: Enhancing Employment Rights in the Republic of Moldova

Are you motivated, organised and with an eye for details? 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 to work within social right sector, in particular related to employment rights of persons from vulnerable groups, vocational education and training.

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.

■ As part of the Directorate General of Human Rights and Rule of Law of the Council of Europe (Social Rights Department), you will carry out multiple assignments to meet the objectives for the implementation of the Project “Enhancing Employment Rights in the Republic of Moldova”, in co-operation with the Project partners, other stakeholders, and the donor, and in compliance with the Organisation’s regulations and/or donor requirements. The Project’s intervention areas focus on access to labour market for persons from vulnerable groups, vocational education and training, and awareness raising.

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:

- ▶ 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 Chişinău 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 and other relevant actors as regards the implementation of project activities;

- ▶ Contributes to the efficient functioning of the Council of Europe Office in Chişinău and informs regularly the Head of the Office and Deputy Head of Office in Chişinău 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 Office in Chişinău;
- ▶ Advises and briefs the management in HQ on the 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;
- ▶ 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 project'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;
- ▶ Liaise with local and international short-term consultants, selects local service providers and negotiates contracts in consultation with HQ;
- ▶ Undertakes official journeys in connection with the project activities;
- ▶ Performs any other task related to the implementation of the project as requested;
- ▶ Promote the Council of Europe values internally and externally.

What we are looking for

■ As a minimum, you must:

- ▶ hold a University degree in political or social sciences, law, international relations or a related field;
- ▶ have a minimum of 3 years relevant professional experience in management of technical assistance projects focusing on the protection of human rights, or at least 3 years of experience in public sector institutions working in relevant fields;
- ▶ have an excellent knowledge of Romanian (mother tongue level) and excellent knowledge of one of the 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:
 - knowledge and understanding of the Council of Europe standards in the area of human and social rights;
 - proven experience in project management and implementation of technical co-operation or policy-oriented projects;
 - knowledge of project management tools (Project Management Methodology, logframes, etc.);
 - experience in working with governmental institutions, or civil society on projects and programmes related to social rights, or human rights or related fields;
 - knowledge of the overall political and social situation in Europe, in particular in the Republic of Moldova;
 - 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

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

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- ▶ Concern for quality
- ▶ Results orientation
- ▶ Teamwork and co-operation
- ▶ Initiative
- ▶ Drafting skills
- ▶ Communication

■ These would be an asset:

- ▶ Professional and technical expertise:
 - previous professional experience in an international environment;
 - knowledge of other languages.
- ▶ Adaptability
- ▶ Creativity and innovation
- ▶ Negotiation
- ▶ Vision and Strategic Insight

What we offer

■ If successful, you may be offered employment based on **temporary contract** at grade B5. You will receive a basic monthly gross salary of €1569,46 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 **21 February 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.

