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[EN/FR]

## Local recruitment competition open to applicants already present in Ukraine

### Project Assistants

 **Council of Europe Office in Kyiv**

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 Deadline: **29/04/2024**

#### 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 2200 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 Kyiv 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 Kyiv co-ordinates and implements co-operation projects and programs aimed at supporting Ukraine 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 preparation, organisation, implementation, and follow-up of the activities of the project, completing all necessary assignments 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 contractual and administrative files and financial arrangements related to project activities, including purchase orders and settlement of expenditures in a timely manner;
- ▶ draft and format contractual engagements, correspondence, memos, minutes of meetings, presentations and assist in preparing reports in line with Council of Europe instructions and relevant procedures;

- ▶ record, maintain and update a variety of data, and files using relevant electronic documentation tools, monitor aspects of the implementation of activities and support proper data collection related to project implementation
- ▶ proofread and review 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;
- ▶ assist in ensuring the visibility of the project and dissemination of visibility materials;
- ▶ ensure the timely circulation of pertinent information and documents among the project team, the Office and Headquarters,
- ▶ follow up on any other financial information and documentation to be submitted to Headquarters;
- ▶ carry out other tasks as may be required connected to the project implementation and in support of the efficient functioning of the Office;
- ▶ promote Council of Europe values internally and externally.

## What we are looking for

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### ■ You must:

- ▶ have a completed full course of general secondary education followed by a post-secondary diploma corresponding to a minimum of two years studies;
- ▶ have a minimum of three years of relevant professional experience in project implementation, administrative, logistics support duties or similar;
- ▶ have an excellent knowledge of Ukrainian (mother tongue level) and a very good knowledge of English (one of the two Council of Europe's official languages);
- ▶ 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, in particular in the context of an international or intergovernmental organisation;
  - experience in assisting in the organisation of training seminars, conferences, other events;
  - good drafting skills in Ukrainian and in English language;
  - ICT skills: sound computer skills of standard tools in office applications (word processing, spreadsheet, databases, presentation software; Outlook, internet publications);
  - general knowledge and understanding of the activities of the Council of Europe.
- ▶ Planning and work organisation
- ▶ Concern for quality
- ▶ Teamwork and co-operation

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

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### ■ These would be an asset:

- ▶ Professional and technical expertise:
  - experience in the field of projects implementation, assistance and co-operation activities;
  - previous professional experience of working in an international environment;

- specific knowledge of procurement procedures, as well as communication and design tools;
  - knowledge of French language (one of the two Council of Europe's official languages);
  - general knowledge and understanding of international co-operation activities
  - previous working experience in an international environment
  - experience related to communication and project implementation support duties and assistance
- ▶ Service orientation
  - ▶ Drafting skills
  - ▶ Communication

## What we offer

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■ 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 €1 649,36 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 laying down the conditions of recruitment and employment of locally recruited staff members working in Council of Europe Duty Stations located outside of France](#). **Please note that staff must live within commuting distance from the Council of Europe Office in Kyiv, as the work requires staff to be regularly present in the office.**

■ 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

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■ Deadline for applications is **29 April 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](http://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.