






Join us
and help defend
human rights in Europe!

Local recruitment competition open to applicants already present in Ukraine

Programme Manager

Council of Europe programme Office in Kyiv

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 Deadline: **19/04/2023**

Project:

PGGIII – Enhancing the anti-money laundering, countering of terrorist financing and asset recovery regime in Ukraine

■ Do you have experience in the implementation of co-operation projects? Would you like to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law? Are you interested in contributing to the enhancement of international cooperation in Criminal Matters.? 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](#).

■ Through the Partnership for Good Governance (PGG) the European Union and the Council of Europe are working together to strengthen governance in the Eastern Partnership region. The PGG provides tailor-made support to Eastern Partnership countries to bring legislation and practice closer to European standards in the fields of human rights, rule of law and democracy.

The Project aims to strengthen the national anti-money laundering (AML), counter-terrorist financing (CTF) and counterproliferation financing (CPF) system as well as asset recovery regime in Ukraine. This intervention is expected to contribute to enhancing the integrity and resilience of the financial system, preventing its misuse as well as promoting financial inclusion. Effective AML/CFT measures have a far-reaching contribution in a country's economy, including by supporting the fair competition, reducing shadow economy, attracting investments and improving business climate overall. Moreover, this endeavour will support the Ukrainian authorities in assessing, mitigating and managing economic crime risks linked to the weakened institutions and governance structures, low absorption capacity, and massive inflows of foreign aid, in the context of reconstruction efforts and the return of displaced persons.

Your role

■ As a programme manager you will perform the following tasks:

- ▶ Plan, manage, implement and follow up on project activities in accordance with the project workplan and calendar of activities, in close co-ordination with the project team in Kyiv and in headquarters (HQ) report problems encountered; suggest priorities and adjustments as necessary;
- ▶ Establish and develops effective contacts and liaise with local stakeholders and project consultants as regards the implementation of project activities;
- ▶ Regularly inform the Head of the Council of Europe Office in Kyiv about the implementation of the Project and co-ordinate the work within the broader framework of the overall activities of the Council of Europe Office in Kyiv;
- ▶ Advise and brief the management in HQ on progress of the project implementation and other project-related issues; assist in the event of an evaluation or audit of the project
- ▶ Ensure quality and relevance of project outputs, suggest adjustments as necessary;
- ▶ Draft and provide elements to all project related reports (activity and progress reports, mission reports, information notes, briefings, contributions, etc.) within set deadlines;
- ▶ 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, in line with the Project's Communication and Visibility Plan;
- ▶ Co-ordinate and contribute to the financial management of the Project and ensure close budgetary follow-up of all project expenditures, in accordance with regulations, procedures and donor requirements;
- ▶ Participate in the selection of local service providers and negotiate contracts in consultation with headquarters;
- ▶ 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 law, economics, political sciences, public administration, international relations or related field;
- ▶ have a minimum of 5 years relevant professional experience in management of technical assistance projects focusing on international cooperation in criminal matters, the fight against economic and organised crime, or at least 5 years of experience in public sector institutions working in related fields to those mentioned above;
- ▶ have a very good knowledge of one of the two official languages of the Council of Europe (English) and excellent knowledge of Ukrainian (mother tongue level);
- ▶ 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:
 - Very good knowledge of Council of Europe and international standards in the area of corruption, money laundering and terrorist financing, asset recovery etc.
- ▶ Planning and work organisation

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

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

■ These would be an asset:

- ▶ Professional and technical expertise:
 - specific knowledge of and experience with Council of Europe standards and monitoring mechanisms in the fight against corruption, money laundering and terrorist financing
 - experience in other international standard-setting or monitoring organisations in the fight against corruption, money laundering and terrorist financing, or related informal cooperation mechanisms at international level;
- ▶ 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 A1/A2. Employment is currently limited to 31 December 2023. You will receive a basic monthly gross salary of € 2962,00 for A1 grade and € 3908,11 for A2 grade 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 **19 April 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.