



Join us
and help defend
human rights in Europe!



Local recruitment competition open to applicants already present in Romania

Project Officer

Council of Europe Office in Bucharest

Project: CyberEast and Octopus project



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Deadline: **05/07/2022**

■ 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. This job offers the possibility to support the strengthening capacities of criminal justice authorities in the fight against cybercrime as part of the CyberEast and Octopus projects team, located in Bucharest.

Who we are

■ With over 2200 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 external presence in more than twenty countries. See here for more information about the [Council of Europe external presence](#).

■ **CyberEast:** Action on Cybercrime under the European Neighbourhood East Instrument – is a Joint project of the European Union and the Council of Europe. Participating countries: Moldova, Armenia, Belarus, Georgia, Azerbaijan and Ukraine.

Octopus project: Global project based on voluntary contributions from States Parties and Observers to the Convention on Cybercrime and other public and private sector organisations.

Objective: to adopt legislative and policy frameworks compliant with the [Budapest Convention on Cybercrime](#) and related instruments, reinforcing the capacities of judicial and law enforcement authorities and interagency cooperation, and increasing efficient international cooperation and trust on criminal justice, cybercrime and electronic evidence, including between service providers and law enforcement.

Employment is limited to the duration of the projects. CyberEast is expected to end in December 2023, Octopus project in December 2024, with the possibility of extension.

Your role

■ As a **Project Officer** you will carry out multiple assignments to assist in the management and implementation of the Council of Europe and the European Union Joint Project **CyberEast**, or support the development, implementation and administration of the new C-PROC online training platform on cybercrime and electronic evidence under **Octopus project**:

- ▶ assist the Project Manager in the preparation of terms of reference for specific project interventions;
- ▶ establish budgets for project activities;
- ▶ contribute, to the control and follow-up of budgetary and financial issues related to project activities in accordance with Council of Europe regulations and procedures as well as partner/donor requirements;
- ▶ contribute to project reporting and to monitoring of expenditure in line with relevant regulations and procedures;
- ▶ negotiate contracts in line with Council of Europe rules and regulations;
- ▶ liaise with stakeholders such as project consultants, beneficiary institutions, donors and other partners as regards the implementation of project activities as well as using the online training platform;
- ▶ organise and participate in project meetings and events, and undertake follow-up action as required;
- ▶ undertake, upon assignment, missions to the project regions in support of project activities;
- ▶ contribute to raising the visibility of the project by disseminating information to those concerned and ensure adequate information flow within the project stakeholders and relevant partners and experts;
- ▶ support the maintenance of online platforms and compile and maintain their content, including support the administration, moderation, enrolment and management of users, trainers, tenants as well as collecting statistical data for reporting on the use of it;
- ▶ support the design of blended activities and online training platform to offer a coherent learning environment;
- ▶ carry out allocated assignments for other activities organised by the relevant Division.

Please note that you may be required to perform other duties not listed in the vacancy notice.

What we are looking for

■ As a minimum, you must:

- ▶ hold a completed full course of general secondary education and appropriate professional qualifications;
- ▶ have a minimum of two years' relevant professional experience in the implementation of technical cooperation projects at international level;
- ▶ have a very good knowledge of one of the 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;
- ▶ 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:
 - experience in carrying out corresponding duties;
 - knowledge of specific project management tools (Project Management Methodology, logframes, etc.);
 - good computer skills of standard tools in office applications (word processing, spreadsheet, data bases, presentation software, outlook, internet/intranet publication);
 - for the position under Octopus project: good graphic skills, including the ability to edit audio-visual material.

- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Drafting skills
- ▶ Teamwork and co-operation
- ▶ Relationship building
- ▶ Negotiation
- ▶ Results orientation

Please refer to the
[Competency Framework](#)
 of the Council of Europe
 ( – 1,6Mo)

■ These would be an asset:

- ▶ Professional and technical expertise:
 - experience in the field of criminal justice, capacity building or in projects in the field of international cooperation or public-private cooperation, especially from the perspective of the private sector entities;
 - experience in the management of financial resources;
 - a university degree in law or social sciences;
 - knowledge of French;
 - knowledge of relevant Council of Europe standards;
 - for the position under Octopus project: experience in or knowledge of using the Learning Management System(s) and e-learning tools.
- ▶ Initiative
- ▶ Concern for quality
- ▶ Adaptability
- ▶ Communication

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B4. Employment is limited to December 2023 in case of CyberEast project, and December 2024 in case of Octopus project, and may be extended. You will receive a basic monthly gross salary of € 2093,38 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 **05 July 2022 (midnight Paris 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 applicants who best meet the abovementioned criteria will be considered for the next stage, which may consist of assessments and/or 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.