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Local recruitment competition open to applicants already present in Romania

Senior Project Officer

Council of Europe Office in Bucharest

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 Deadline: **03/04/2024**

Project: “CyberSPEX: Enhanced co-operation on e-evidence by EU Member States through the Second Protocol to the Budapest Convention”

■ Do you have experience in the implementation of technical cooperation projects? 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 of the capacities of criminal justice authorities as part of the CyberSPEX project in Bucharest.

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](#).

■ CyberSPEX project aims is to enhance co-operation on cybercrime and electronic evidence between Member States of the European Union and other Parties to the Budapest Convention on Cybercrime by contributing to the ratification and implementation by EU Member States of the Second Additional Protocol to the Budapest Convention on Cybercrime.

■ This will be achieved through three outcomes related to: increased alignment of domestic legislation of EU Member States with the Second Additional Protocol to the Budapest Convention on Cybercrime; ensuring that EU Member States are signatories and have made progress towards becoming Parties to the Second Protocol; and improved capacities of criminal justice practitioners in EU Member States to apply the tools of the Second Protocol.

Your role

■ As a Senior Project Office you will carry out multiple assignments to assist the management and implementation of the Council of Europe and European Union joint project CyberSPEX:

- ▶ Assist the project manager/long-term adviser in the preparation of terms of reference for specific project interventions;
- ▶ Establish budgets for project activities;
- ▶ Contribute to the control and follow-up on 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 monitoring expenditure in line with required regulations and procedures;
- ▶ Negotiate contracts in the most cost-effective way 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;
- ▶ Contribute to project activities in substance;
- ▶ 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 the preparation of project reports;
- ▶ 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;
- ▶ Perform any other task related to the implementation of the project as requested;
- ▶ Carry out allocated assignments for other activities organised by the relevant Division and Programme Office.

What we are looking for

■ You must:

- ▶ hold a completed full course of general secondary education and appropriate professional qualifications;
- ▶ have a minimum of 3 (three) years of relevant professional experience in assisting in the implementation of technical cooperation projects on an international level; experience of projects in the field of economic crime or legal affairs would be an advantage;
- ▶ have 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:
 - 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).
- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Drafting skills
- ▶ Teamwork and co-operation
- ▶ Relationship building

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

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- ▶ Results orientation
- ▶ Negotiation

■ These would be an asset:

- ▶ Professional and technical expertise:
 - a university degree in law, social sciences or economics;
 - specific knowledge of relevant Council of Europe standards, especially related to cybercrime and electronic evidence;
 - knowledge of processes, regulations, procedures, work methods and tools of the Council of Europe;
 - experience in the management of financial resources.
- ▶ Resilience
- ▶ Adaptability
- ▶ Communication

What we offer

If successful, you may be offered employment based on **temporary contracts** at grade B5. Employment is limited to one year until May 31st,2025. You will receive a basic monthly gross salary of €2784,23 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](#).

■ 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 **3 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. 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.