



Join us
and help defend
human rights in Europe!






Our work is carried by our values

Local recruitment competition open to applicants already present in Serbia

Project Officer (Grade B4)

Council of Europe Office in Belgrade

 Reference: o37/2023
 Publication: 06/04/2023
 Deadline: **20/04/2023**

Project: “Roma Integration: Phase III”

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 the social rights sector, in particular related to the implementation of Roma inclusion policies in the Western Balkans and Türkiye.

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

■ As part of the Directorate General of Democracy and Human Dignity of the Council of Europe (Directorate of Anti-Discrimination– Roma and Travellers Team), you will carry out multiple assignments to meet the objectives for the implementation of the Project “Roma Integration: Phase III” under the authority of the Head of Division, the supervision of Senior Programme Manager and 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 the implementation of Roma-inclusion policies enhancing access to basic socio-economic rights while ensuring the implementation of the Council of Europe’s Human Rights Approach principles of participation and inclusion, equality and non-discrimination, accountability, and transparency and access to information. The action will also assist the progressive implementation in the enlargement region of the new “2020-2030 EU Roma strategic framework for equality, inclusion and participation”; progress on fulfilment of Roma inclusion commitments taken under the negotiations chapter 23; and, the 2019 Declaration of Western Balkans partners on Roma integration within the EU enlargement process (Poznan declaration) and subsequent commitments made by the governments at the annual ministerial meetings and endorsed within the Berlin process summits.

Your role

■ As a Project Officer you will perform the following tasks:

- ▶ co-ordinate activities within the Action with the central-level authorities, stakeholders and thematic experts in Serbia and Bosnia and Herzegovina in close co-ordination with the relevant members of the Roma and Travellers Team in the region;
- ▶ assist with the organisation, co-ordination and implementation of the project activities in online, offline and hybrid formats in accordance with the work plan and its calendar of activities;
- ▶ prepare and draft documents (e.g. reports, terms of reference for different contractual engagements that are aimed at implementing relevant project activities; briefings, speaking notes, relevant meeting documentation and draft minutes; mission reports related to project activities, official speeches etc.); including editing documents prepared by non-native speakers (in English);
- ▶ ensure the implementation of procurement procedures (including grants for NGOs) required in the context of preparation of project activities and ensure the verification of purchase files, draft contracts and payment documents;
- ▶ assist and liaise with local and international short-term consultants, as well as service providers; prepare documentation, monitor the progress and report any problems encountered; suggest priorities and adjustments as necessary;
- ▶ provide assistance to short-term consultants, assist in coordinating their work;
- ▶ assist the budgetary follow-up of relevant expenditures in accordance with the Council of Europe regulations and procedures, as well as donor requirements;
- ▶ contribute to project reporting in line with the requirements;
- ▶ contribute to raising the visibility of the project by drafting web news items and press releases and by disseminating information;
- ▶ report to superiors on the results achieved, on further requirements, risks and opportunities of developments or events and work in close collaboration with the Head of Office, the Deputy Head of Office, and the direct Project management in headquarters;
- ▶ undertake official journeys in connection with project activities and participate in meetings, seminars, working groups etc. related to the project activities;
- ▶ promote the Council of Europe values internally and externally.

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 2 years relevant professional experience at a national or international level in project management and experience in providing technical assistance on issues related to Roma integration policies, capacity-building of national authorities on Roma-related issues, as well as in at least one of the following fields: countering antigypsyism, civil registration, employment, housing and legalisation, green and digital agenda;
- ▶ have an excellent knowledge of Serbian (mother tongue level) and excellent knowledge of one of the Council of Europe's official languages - English.
- ▶ knowledge of Romani would be considered as distinct advantage.
- ▶ 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:
 - knowledge and understanding of the Council of Europe standards and approaches in the field of Roma integration policies;
 - 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 human rights-based and Roma integration work;
 - knowledge of the overall political and social situation in Europe, in particular in the Western Balkans;
 - 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
- ▶ Analyse and problem solving
- ▶ Drafting skills
- ▶ Results orientation
- ▶ Concern for quality
- ▶ Learning and development
- ▶ Teamwork and co-operation
- ▶ Relationship building
- ▶ Negotiating
- ▶ Communication
- ▶ Resilience, notably ability to cope well under pressure or when faced with difficult challenges.
- ▶ Adaptability

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

■ These would be an asset:

- ▶ Professional and technical expertise:
 - strong academic background and/or a further degree in a relevant subject, such as a university degree in law, international relations, political sciences or in the field of social science;
 - previous professional experience in an international environment.

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B4. Employment is limited to 31 December 2023 and may be extended. You will receive a basic monthly gross salary of € 3167,50 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 **20 April 2023 (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.