



**Vacancy Notice n° 037/2021**  
**Local recruitment procedure<sup>1</sup>**

**Project Management Officer**  
**(Grade B4)**  
**LOCAL TEMPORARY CONTRACT**

**Council of Europe Office**

**Location: Tbilisi**

**Job mission**

Under the authority of the Head of Office, and with guidance from the Project Management Methodology (PMM) team, as well as other parts of the Office of the Directorate General of Programmes (ODGP) at Headquarters, the Project Management Officer will help strengthen staff project management skills, including the capacity to gather evidence for reporting. The main goals for this pilot exercise are to:

- 1) increase staff competence on project management methodology on a regional basis;
- 2) achieve a measurable increase in the quality of project management, including in data collection and specific parts PMM-based reporting and other methodological aspects of relevant co-operation projects;
- 3) ensure field feedback to Strasbourg HQ on methods, supporting further development of the Council of Europe's PMM.

**Key activities**

The Project Management Officer performs the following key duties in close co-operation with the PMM team, Programming and other parts of ODGP, as well as other services, in accordance with the Organisation's procedures, guidelines and priorities, with a concern for quality, efficiency, accuracy and confidentiality:

- coaches the staff of the Council of Europe in Tbilisi on project management for the co-operation sector, including on baselines, indicators and logframes, as well as data collection, in compliance with the dedicated IT tool, with a view to producing an even better project cycle management, evidence and reporting;
- supports the Council of Europe Offices in Armenia, Azerbaijan, Georgia, Republic of Moldova and Ukraine and liaises with the methodology (PMM) team in Strasbourg;
- promotes results-based project management and assists with PMM-based support regarding evidence used for reporting (in close cooperation with the Programming Department that has a reviewing role); acts as a resource person to promote and manage in-house knowledge on project management and data collection; promotes and shares relevant successful examples among the relevant Council of Europe Offices and promotes internal exchanges;
- supports the teams in the relevant Council of Europe Offices with the evidence-side of projects: development of project-tailored data collection plans; gives advice and support to the project teams in identifying what type of data could be collected for logframe indicators, and by which methods, in close cooperation with Country Advisors at HQ, as well as how it should be recorded in the dedicated IT tool ;
- provides advice and support to the project teams on actions such as drafting survey Terms of Reference, on data analysis methods, questionnaire development, guidance on conducting pre- and

<sup>1</sup> Local recruitment procedure organised in accordance with Rule No 1234 of 15 December 2005.

- post- focus group meetings for conferences/roundtables/workshops, as well as guidance in applying other possible means of data collection;
- establishes links and partnerships with academia and expert community working on results-based project management, including data collection.

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

**Additional information:**

This is a pilot project with a 10 month contract which may be prolonged.

Please note that the remuneration for this position is 2149.93 euro (gross monthly salary).

## Eligibility criteria

This recruitment procedure is open to applicants already present in Georgia.

Only applicants who best meet the following criteria will be considered for shortlisting.

**Qualifications:**

- › Completed full course of general secondary education and appropriate professional qualifications in project management methods and data collection or a related field.

**Experience:**

- › At least two years of professional experience relating to data collection, project management implementation or consulting, preferably in more than one country of the following: Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine, Belarus.

**Language requirements:**

- › Very good knowledge of one of the official languages (English or French).

**Nationality:**

- › Nationality of one of the 47 Council of Europe member states.

**Age:**

- › Under 65 years of age at the closing date of the vacancy notice.

## Employee Core Values

Council of Europe staff members adhere to the values [Professionalism, Integrity and Respect](#).

## Competencies

**Essential:**

- › Professional and technical expertise
  - At least two years of professional experience relating to data collection, project management implementation or consulting, preferably in more than one country of the following: Armenia, Azerbaijan, Georgia, Republic of Moldova, Ukraine, Belarus.
- › Results orientation
- › Communication
- › Learning and development
- › Analysis and problem solving
- › Concern for quality
- › Drafting skills
- › Planning and work organisation

For more information, please refer to the [Competency Framework](#) of the Council of Europe.

## Applications

Applications must be made **in English or French** using the Council of Europe on-line application system. By connecting to our website [www.coe.int/jobs](http://www.coe.int/jobs) you can create and submit your on-line application. Applications must be submitted at the latest **07/10/2021** (midnight French time).

Any false statements knowingly made by applicants in their application for employment or at the time of their engagement will result in the termination of their employment by the Council of Europe.

Applications will be examined with regard to the requirements of this vacancy and applicants will be informed in due course of the outcome of your application. This may take some time after the closing date. Preselected candidates may be invited to take written tests before an interview. Written tests may be eliminatory.

In accordance with the Staff Regulations of the Council of Europe, the compulsory retirement age is 65. We cannot therefore accept applications from persons over this age.

The conditions of recruitment and employment which apply are contained in 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 apply ([Link to Rule 1234](#)).

The Council of Europe welcomes applications from all suitably qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief or sexual orientation.

During the different stages of the recruitment procedure, specific measures may be taken to ensure equal opportunities for candidates with disabilities.

## The Organisation

The **Council of Europe** is the continent's leading organisation in the protection of human rights, democracy and rule of law. It was founded in 1949 in order to promote greater unity between its members and now includes 47 member states, all having signed up to the European Convention on Human Rights.

By Statute, the Council of Europe has two constituent organs: the Committee of Ministers, composed of the member states' Ministers for Foreign Affairs, and the Parliamentary Assembly, comprising delegations from the national parliaments. The Congress of Local and Regional Authorities of Europe represents the entities of local and regional self-government within the member states. The Commissioner for Human Rights is an independent and impartial institution within the Council of Europe mandated to promote the awareness of and respect for human rights in member states.

The European Court of Human Rights is the judicial body which oversees the implementation of the Convention in the member states. Individuals can bring complaints of human rights violations to the Strasbourg Court once all possibilities of appeal have been exhausted in the member state concerned.