



Join us  
and help defend  
human rights in Europe!

Local recruitment competition  
open to applicants already present in Bucharest

## Project Assistants Council of Europe Office in Bucharest

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 Deadline: **08/06/2023**

- Are you experienced in administrative support tasks? Would you like to be part of a project team? Would you like to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law? If so, this job offer may be the right opportunity for you.
- Under the authority of the Head of Office and the supervision of the respective Project managers in the CoE Programme Office in Bucharest, as Project Assistant, you will carry out multiple assignments to meet the overall and specific objectives for the implementation of a European Union/Council of Europe Joint Programme, in co-operation with the donors, partners and other stakeholders, and in compliance with the Organisation's regulations and donor requirements.

### 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](#).

The Cybercrime Programme Office of the Council of Europe (C-PROC) in Bucharest, Romania is responsible for assisting countries worldwide in strengthening their legal systems capacity to respond to the challenges posed by cybercrime and electronic evidence on the basis of the standards of the [Budapest Convention on Cybercrime](#).

### Your role

- As a Project Assistant your role will be to:
  - assist in the day-to-day implementation, preparation, organisation and follow-up of the activities of the project, completing all necessary assignments in advance and in a timely manner;

- ▶ provide logistical and administrative assistance to the project team, as well as experts and consultants;
- ▶ make practical arrangements connected to project activities (travel, visa requests, accommodation, meeting venue bookings, local transport arrangement, interpretation, etc...);
- ▶ assist in initiating purchase orders and follow up on payment and reimbursement procedures;
- ▶ draft and format contractual engagements, correspondence, memos and documents in the line with instructions and relevant procedures;
- ▶ organise and keep projects documents and files up-to-date (activity planning, official reports, expertise and other documents, outgoing and incoming correspondence, contact lists);
- ▶ provide inputs into ensuring the visibility of the project, including regular updates of the website and dissemination of visibility materials;
- ▶ ensure the circulation of pertinent information and documents among the project team, the Office and Headquarters,
- ▶ follow up on any other financial information and documentation to be submitted to Headquarters;
- ▶ carry out other tasks as may be required connected to the project implementation;
- ▶ promote Council of Europe values internally and externally.

## What we are looking for

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### ■ As a minimum, you must:

- ▶ have a completed full course of general secondary education followed by a post-secondary diploma corresponding to a minimum of two years studies;
- ▶ have a minimum of three years of relevant professional experience in administrative or project implementation support duties or similar;
- ▶ have an excellent knowledge of Romanian (mother tongue level) and a very good knowledge of English (one of the two Council of Europe's official languages);
- ▶ 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:
  - proven practical knowledge and experience of administrative duties;
  - experience in assisting in the organisation of training seminars, conferences, other events;
  - ICT skills: sound computer skills of standard tools in office applications (word processing, spreadsheet, databases, presentation software; Outlook, internet publications);
- ▶ Planning and work organisation
- ▶ Concern for quality
- ▶ Teamwork and co-operation

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 projects implementation, assistance and cooperation activities;

- working experience in an international environment;
- knowledge of French language (one of the two Council of Europe's official languages);
- ▶ Service orientation
- ▶ Drafting skills
- ▶ Communication

## What we offer

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■ If successful, you may be offered employment based on **temporary contracts** at grade B2. Employment is offered for a one-year period and may be extended on an annual basis. You will receive a basic monthly gross salary of €1446,64 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

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■ Deadline for applications is **08 June 2023 (midnight Paris time)**. You can apply in English or French using the Council of Europe online application system on: [www.coe.int/jobs](https://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.