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Local recruitment competition  
open to applicants already present in the Republic of Moldova

## Senior Project Officer

 Council of Europe Office in Chisinau

**Project: Support for Media Pluralism and Freedom  
of Expression in the Republic of Moldova**

 Reference: o10/2023  
 Publication: 06/02/2023  
 Deadline: **27/02/2023**

■ Do you have experience in the implementation of technical cooperation projects? Are you passionate about reforms in the field of media and freedom of expression in the Republic of Moldova? 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.

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

■ The Council of Europe Project “Support for Media Pluralism and Freedom of Expression in the Republic of Moldova” is aimed at addressing the need for legislative reforms in the audiovisual field, capacity-building for media professionals and content diversification within the National Public Broadcaster (Teleradio-Moldova), as well as strengthen the access to information legal framework and its implementation in the Republic of Moldova. The Project includes three main components: 1) improvement of audiovisual regulatory legal framework; 2) strengthening the capacities of media professionals and independence of the public service broadcaster, and 3) implementation of audiovisual regulatory legal framework.

## Your role

■ As a Senior Project Officer you will carry out multiple assignments to meet the overall and specific objectives of the Council of Europe Project “Support for Media Pluralism and Freedom of Expression in the Republic of Moldova” and play a key role in implementing the project’s activities in the field. More specifically, you will perform the following tasks in accordance with the Organisation’s procedures, guidelines and priorities, with a concern for quality, efficiency, accuracy and confidentiality:

- ▶ Plans, organises, co-ordinates, implements and follows up on project activities in accordance with the project workplan and calendar of activities, in close co-ordination with the project team in Chişinău and in headquarters (HQ) and in co-

operation with local partners and stakeholders; reports problems encountered; suggests priorities and adjustments as necessary;

- ▶ Establishes and develops effective contacts and liaises with local stakeholders, project consultants and other relevant actors as regards the implementation of project activities;
- ▶ Contributes to the efficient functioning of the Council of Europe Office in Chişinău and informs regularly the Head of the Office and Deputy Head of Office in Chişinău about the implementation of the Project and co-ordinates his/her work within the broader framework of the overall activities of the Council of Europe Office in Chişinău;
- ▶ Advises and briefs the management in HQ on the progress of the project implementation and other project-related issues;
- ▶ Co-ordinates and supports the organisation of seminars, workshops, conferences and expert meetings, facilitates the process of recruitment of national and international consultants for these activities;
- ▶ Ensures quality and relevance of project outputs, suggests adjustments as necessary;
- ▶ Ensures office management and organises the work of the Project assistant;
- ▶ Drafts and provides elements to all project related reports (activity and progress reports, mission reports, information notes, briefings, contributions, etc.) within set deadlines;
- ▶ Contributes to raising the visibility of the project by drafting web news items and press releases, by disseminating information and by providing advice and input on publications, in line with the project's Communication and Visibility Plan;
- ▶ Co-ordinates and contributes to financial, administrative and technical implementation of the project and ensures close budgetary follow-up of all project expenditures, in accordance with regulations, procedures and donor requirements;
- ▶ Selects local service providers and negotiates contracts in consultation with HQ;
- ▶ Undertakes official journeys in connection with the project activities;
- ▶ Performs any other task related to the implementation of the project as requested.

## What we are looking for

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■ As a minimum, you must:

- ▶ hold a University degree and appropriate professional qualifications, such as knowledge of project management;
- ▶ have a minimum of three years of relevant professional experience in project management, or at least in public or private sector, working in relevant fields. Knowledge of media and audiovisual sector of the Republic of Moldova could be an advantage.
- ▶ have an excellent knowledge of Romanian (mother tongue level) and 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;
- ▶ 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 of carrying out corresponding duties of project management and project implementation in the framework of international or European technical co-operation programmes;
  - good knowledge of the Moldovan media environment and existing problems in this area, issues related to safety of journalists and media and audiovisual services reforms;
  - knowledge of the Council of Europe standards and tools in the field of freedom of expression and media;
  - good computer skills of standard tools in office applications (word processing, data bases, presentation software, outlook, excel).

- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Drafting skills
- ▶ Teamwork and co-operation
- ▶ Relationship building
- ▶ Learning and development
- ▶ Communication

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

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■ These would be an asset:

- ▶ Professional and technical expertise:
  - specific knowledge of the field of media, freedom of expression, access to information and related fields in the Republic of Moldova;
  - knowledge of Russian language;
  - experience in management of financial resources;
- ▶ Management of teams
- ▶ Concern for quality
- ▶ Resilience

## What we offer

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■ If successful, you may be offered employment based on temporary contracts at grade B5. Employment is limited to the duration of the project, which is now expected to end in June 2024, with the possibility of extension. You will receive a basic monthly gross salary of €1569,46 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 **27 February 2023 (midnight Paris time)**. You can apply in English or French using the Council of Europe online application system on: [www.coe.int/jobs](http://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.