



Join us  
and help defend  
human rights in Europe!

## Local recruitment competition open to applicants already present in Bosnia and Herzegovina

### Senior Project Officer

#### Council of Europe Office in Sarajevo

#### Project:

**Combating digital and sexual violence against women  
in Bosnia and Herzegovina**



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Publication: 28/06/2023  
Deadline: **12/07/2023**

■ Are you interested in promoting gender equality and in combating violence against women? 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 2200 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. 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 Council of Europe project “Combating digital and sexual violence against women in Bosnia and Herzegovina” focuses on addressing shortcomings on the legal framework and support related to sexual violence in Bosnia and Herzegovina and on emerging forms of violence against women (VAW) such as digitally facilitated violence. It ultimately aims to ensure that victims of digital and sexual violence enjoy their rights in law and practice in line with Council of Europe standards, and in particular with the Council of Europe Convention on preventing and combating violence against women and domestic violence (Istanbul Convention).

### Your role

■ As a Senior Project Officer you will:

- ▶ contribute to the planning, implementation and assessment of the whole project;
- ▶ ensure budget follow up and financial reporting;
- ▶ organise, co-ordinate, implement and follow up project activities, including administrative and contractual aspects, in close co-operation with the Project Manager, providing expert advice on activities and ensuring timely delivery;

- ▶ coordinate, organise and supervise the work of experts and project staff in individual activities/outputs of the work plan;
- ▶ establish and maintain close working contacts with project partners and local stakeholders, international organisations and NGOs dealing with preventing and combating violence against women and domestic violence;
- ▶ co-ordinate your work within the broader framework of the overall Council of Europe Office action in the country;
- ▶ provide substantive input on specific activities (e.g. by providing regular advice to Headquarters about national developments in the thematic area);
- ▶ participate in and contribute to meetings between the CoE, CoE experts and national authorities/counterparts/beneficiaries concerning the project and ensure that decisions taken at these meetings are carried out;
- ▶ provide assessment of results and achievements and advise the Project Manager about risks and problems encountered; suggest new priorities and adjustments as necessary;
- ▶ support headquarters-based staff and short-term consultants in the context of tasks and missions in the field;
- ▶ ensure that decisions, final deliverables, important project documents and correspondence are properly documented and filed;
- ▶ ensure the visibility of the Council of Europe with the beneficiaries by providing input for the website, etc.;
- ▶ contribute to the efficient functioning of the Office, in collaboration with the Head of Office and the direct project management;
- ▶ undertake official journeys in connection with activities described above.

Please note that you may be required to perform other duties not listed here.

## What we are looking for

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### ■ As a minimum, you must:

- ▶ hold a higher education degree in a relevant field (e.g. political science, gender studies, international relations, law, etc);
- ▶ have a minimum of 4 years of relevant professional experience in contributing to the implementation of co-operation projects in the area of human rights and/or gender equality at national or international level;
- ▶ have an excellent knowledge of the official languages of Bosnia and Herzegovina (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 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 experience in project management and implementation in the framework of international or European technical co-operation programmes, in particular, in the fields of human rights and/or women's rights and gender equality;
  - sound knowledge of the women's rights situation in the country;
  - knowledge of relevant Council of Europe and European standards;
  - knowledge of specific project management tools (project management methodologies, logframes, risk monitoring, etc.);
  - experience in working with authorities at national, regional and/or local levels;
  - sound computer skills of standard tools in office applications (Microsoft Office pack, presentation software, internet/intranet publications).

- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Results orientation
- ▶ Concern for quality
- ▶ Teamwork and co-operation
- ▶ Relationship building
- ▶ Initiative

Please refer to the  
**Competency Framework**  
of the Council of Europe

 - 1,6Mo

■ These would be an asset:

- ▶ Creativity and innovation
- ▶ Communication
- ▶ Influencing
- ▶ Negotiation

## 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 31 December 2023 and may be extended until 30 November 2024. You will receive a basic monthly gross salary of € 2664,21 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 **12 July 2023 (midnight CET)**. 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.