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human rights in Europe!



[EN/FR]

Local recruitment competition open to applicants already present in Ukraine

Senior Project Officer Council of Europe Office in Kyiv

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Deadline: 13/03/2024

Project: “Rights of veterans and personnel of armed forces in Ukraine”

■ Do you have experience in the implementation of technical cooperation projects? Are you dedicated to the human rights protection of war-affected people? 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 members 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 Council of Europe project “Rights of veterans and personnel of armed forces in Ukraine” seeks to contribute to the implementation of measures aimed at protecting the human rights of military personnel, veterans, and their family members, including their social rights. The project works towards achieving the following outcomes:

1. Helping respective state authorities to harmonize legal and operational frameworks in place to identify, prevent, investigate and remedy human rights violations of military personnel, veterans, law enforcement officers and their families, in line with European and international human rights standards and good practices;
2. Ensuring that respective state authorities and their staff have the capacity to implement improved human rights policies in relation to military personnel, veterans and their family members;
3. Developing the capacity of national human rights institutions and civil society to effectively identify violations of and protect human rights standards in the context of military, including during war and post-war periods.

The project is implemented in the framework of the Council of Europe Action Plan for Ukraine “Resilience, Recovery and Reconstruction” 2023-2026.

Your role

■ As a Senior Project Officer you will:

- ▶ plan, organise, co-ordinate, implement and follow up on project activities in accordance with the project workplan and calendar of activities, in close co-ordination with the project team in Kyiv, under supervision of the Project Co-ordinator in the Council of Europe headquarters (HQ) and in co-operation with local partners and stakeholders;
- ▶ ensure quality and relevance of project outputs, suggests priorities and adjustments as necessary;
- ▶ prepare reports, analyses and other documents related to the project objectives such as briefings, speeches and information notes;
- ▶ ensure budgetary follow-ups of all project expenditures in accordance with Council of Europe regulations and procedures and with donors' requirements;
- ▶ establish, develop and maintain contacts and working relationships with the representatives of national and local authorities, civil society and the international community including partners and donors with a view to implementing the project;
- ▶ work with consultants when carrying out tasks and missions in the field or in HQ, providing content-related and organisational assistance;
- ▶ select local service providers and negotiate contracts in consultation with HQ;
- ▶ contribute to drafting of new project proposals, including budgets and logframes and results-oriented reports (both narrative and financial) in accordance with Council of Europe rules and procedures and with donors' requirements;
- ▶ assist in case of an evaluation or audit of the project;
- ▶ inform regularly the Head and the Deputy Head of the Council of Europe Office in Ukraine about the implementation of the project and co-ordinate your work within the broader framework of the overall activities of the Council of Europe Office in Ukraine;
- ▶ ensure the visibility of the project by drafting web news items and press releases, by disseminating information and by providing advice and input on publications;
- ▶ supervise, coach team members and co-ordinate the work of a project team in the field; undertake official journeys in connection with your duties;
- ▶ perform any other task related to the implementation of the project as requested.

What we are looking for

■ You must:

- ▶ hold a university degree in law, political or social sciences, international relations or a related field;
- ▶ have a minimum of 3 years relevant professional experience in management and implementation of technical assistance projects focusing on veterans and/or military personnel, human rights protection of war-affected people, or rule of law in the context of armed conflict, or at least 3 years of experience in public sector institutions working in the relevant fields;
- ▶ have an excellent knowledge of Ukrainian (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:

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- good knowledge of Council of Europe and international standards on the human rights protection of conflict-affected people and rule of law at the time of war and post-war recovery;
- good computer skills of standard tools in office applications (word processing, presentation, outlook, excel).

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

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 and experience with Council of Europe monitoring mechanisms in the field of human rights and rule of law.
- ▶ Adaptability
- ▶ Creativity and innovation
- ▶ Negotiation

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B5. Employment is limited to 31 December 2024 and may be extended. The duration of the project is now expected to end in December 2025. You will receive a basic monthly gross salary of € 2 818.03 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 laying down the conditions of recruitment and employment of locally recruited 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 **13 March 2024 (midnight Central European 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 applications that best meet the abovementioned criteria, and that demonstrate the best profile in terms of qualifications, experience, and motivation, shall be considered for the next stages of the recruitment evaluation process, which may consist of different types of assessment. Further information on the assessment process will be provided to the selected people 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 people, 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 staff employed in each category and grade. At the time of appointment, preference between suitable people shall be given to the person of the gender which is under-represented in the relevant grades within the category to which the vacancy belongs. During the different stages of the recruitment procedure, specific measures shall be taken to facilitate access for people with disabilities.