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human rights in Europe!






[EN/FR]

Local recruitment competition
open to applicants already present in Armenia

Office Assistant

 Council of Europe Office in Yerevan

 Reference: o28/2024
 Publication: 16/05/2024
 Deadline: **30/05/2024**

■ Are you interested in supporting the functioning of the Council of Europe Office in Yerevan? 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 Office in Yerevan has a team of over 30 people, working on a variety of co-operation projects that support Armenian public authorities and civil society in upholding and promoting the Council of Europe standards of human rights protection, democracy and rule of law.

Your role

■ As an Office Assistant, you will:

- ▶ ensure the administrative assistance and the organisational support of the activities of the Office;
- ▶ assist and co-ordinate the preparation of delegation visits from the Headquarters Secretariat and Council of Europe events including, where required, arranging hotel reservations, transportation, interpretation services, documentation etc; and carrying out procurement procedures;
- ▶ prepare and carry out the practical and logistical organisation of the Head of Office's meetings and official journeys;
- ▶ draft, edit and register correspondence, and assist in preparing reports and other documents (by collecting, reviewing and editing contributions for briefing notes, presentations, newsletters, etc.);

- ▶ maintain contacts with relevant counterparts at the Ministry of Foreign Affairs, Parliament, other institutions, agencies and international organisations, seeking information for the Office when required;
- ▶ seek and collect information, data and documentation on country developments, prepare thematic notes;
- ▶ contribute to organisation of project events in close co-operation with project teams;
- ▶ ensure circulation of pertinent information and documents as relevant within the Office;
- ▶ participate in meetings and follow up on actions agreed;
- ▶ update and maintain the Office's records and files in the Document Management System;
- ▶ receive visitors, answer and filter telephone calls;
- ▶ provide linguistic assistance in translating/summarising texts;
- ▶ provide ad hoc interpretation for the Office during meetings;
- ▶ when needed, contribute to the visibility efforts of the Office, by supporting the Communication Officer with technical tasks;
- ▶ promote Council of Europe values internally and externally.

What we are looking for

■ As a minimum, you must:

- ▶ have completed full course of general secondary education followed by a post-secondary qualification corresponding to at least two years of studies;
- ▶ have a minimum of 2 years of relevant administrative experience;
- ▶ have an excellent knowledge of Armenian (mother tongue level) and an excellent knowledge of one of the two Council of Europe's official languages (English equivalent to C1 level);
- ▶ be the citizen of 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:
 - knowledge and experience of administrative duties;
 - sound computer skills of standard tools in office applications (word processing, spreadsheet, data bases, presentation software, outlook).
- ▶ Drafting skills
- ▶ Planning and work organisation
- ▶ Service orientation
- ▶ Concern for quality
- ▶ Teamwork and co-operation
- ▶ Analysis and problem solving
- ▶ 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:
 - knowledge of the activities and procedures of the Council of Europe;
 - knowledge of the political context in Armenia and of developments in the main areas of work of the Council of Europe;
 - experience of working in an international environment;
 - experience with protocol;
 - experience in translation/interpretation;
- ▶ Resilience
- ▶ Adaptability
- ▶ Initiative

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B3. Employment is limited to 31 December 2024 and may be extended. You will receive a basic monthly gross salary of € 1 702.05 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 **30 May 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.