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[EN/FR]

Local recruitment competition
open to applicants already present in Kosovo*

Senior Project Officer (B5) Council of Europe Office in Pristina

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Deadline: **27/06/2024**

Project “Fostering societal cohesion by reinforcing minority rights and minority languages”

Do you have experience in the implementation of co-operation projects? *Are you passionate about supporting reforms in the field of promoting and protecting rights of national minorities and minority languages?* 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 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 Project “**Fostering societal cohesion by reinforcing minority rights and minority languages**” aims to foster reconciliation and societal cohesion at different levels of society allowing for rights-holders from minority groups to better enjoy their rights. This will be achieved by ensuring the implementation of relevant standards of the Council of Europe, notably the Framework Convention for the Protection of National Minorities and the European Charter for Regional or Minority Languages, embedding them in the work of the institutions. All activities will be implemented with a view to fostering co-ordination among institutions in charge of protecting and promoting the rights of national minorities and will support measures to ensure an improved record of implementation of the Law on the Use of Languages.

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Your role

■ As a Senior Project Officer you will carry out multiple assignments to meet the overall and specific objectives of the Project “Fostering societal cohesion by reinforcing minority rights and minority languages” and play a key role in implementing the project’s activities, as well as assisting in the implementation of activities at the regional level. 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:

- ▶ Contribute to the development of the project’s workplan and other relevant documents;
- ▶ Plan, organise, co-ordinate, implement and follow up on project activities in accordance with the project work plan and in close co-ordination with the project team in Pristina and in headquarters (HQ) as well as in close co-operation with local partners and stakeholders, seeking maximum impact and effectiveness having regard to the Council of Europe’s standards, core values and priorities; report any problems encountered; suggests priorities and adjustments as necessary;
- ▶ Ensure implementation of the regional peer-to-peer activities at the regional level, ensuring participation of project’s beneficiaries’.
- ▶ Contribute to the efficient functioning of the Council of Europe Office in Pristina and regularly inform the Head of the Office and Deputy Head of Office 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 Pristina;
- ▶ Establish and develop effective contacts and liaise between local partners, project consultants and other relevant stakeholders regarding the implementation of the project;
- ▶ Ensure quality and relevance of project outputs, suggest adjustments as necessary;
- ▶ Co-ordinate and support the organisation of seminars, workshops, conferences and expert meetings, facilitate the process of recruitment of national and international consultants for these activities;
- ▶ Prepare the project co-ordination and Steering Committee meetings;
- ▶ Co-ordinate and contribute to the administrative and financial implementation of the project and ensure close budgetary follow-up of all project’s expenditure, in accordance with regulations, procedures and donor requirements;
- ▶ Undertake measuring of the results achieved by the project (collect and analyse data to examine how well the project is performing against expected targets) and report them;
- ▶ Draft and provide elements to all project related reports (eg. activity, progress and final reports, mission reports, information notes, contributions, etc.) within set deadlines;
- ▶ Contribute to raising the visibility of the project by drafting web news items and press releases, in close coordination with the communication officer of the Office, by disseminating information and by providing advice and input on publications;
- ▶ Supervise the project’s and Anti-discrimination Cooperation Unit’s staff in Pristina and liaise closely with the support regional team based in Strasbourg;
- ▶ Undertake official journeys in connection with the project activities;
- ▶ Perform any other task related to the implementation of the project as requested;

What we are looking for

■ As a minimum, you must:

- ▶ hold a completed full course of general secondary education and appropriate professional qualifications;
- ▶ have a minimum of 5 years relevant professional experience in project management, or at least 5 years of experience in public sector institutions working in relevant fields;

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- ▶ have an excellent knowledge of Albanian or Serbian (mother tongue level) and good knowledge of the other, as well as a very good knowledge of English;
- ▶ be a citizen of the host country or one of the 46 member States of the Council of Europe;
- ▶ 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 65 years.

■ 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 national, international or European technical co-operation programmes in close cooperation with Government partners;
 - good knowledge of national context and domestic legislation concerning relations between majority and non-majority communities and the application of the Council of Europe standards on equality and non-discrimination and the protection of minority rights and minority languages;
 - good computer skills or standard tools in office applications (word processing, data bases, presentation software, outlook, excel)
- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Concern for quality
- ▶ Creativity and innovation
- ▶ Teamwork and co-operation
- ▶ Relationship building
- ▶ Drafting skills
- ▶ Communication

Please refer to the
[Competency Framework](#)
 of the Council of Europe
 (PDF – 1,6Mo)

■ These would be an asset:

- ▶ Professional and technical expertise:
 - experience in carrying out competitive grant making procedures and in managing small grants to civil society organisations;
 - a university degree in human rights, political or social sciences, law, economy, international relations or a related field.
- ▶ Management of teams
- ▶ Influencing
- ▶ Resilience

What we offer

■ If successful, you may be offered employment based on **temporary contract** at grade B5. Employment is conditioned by the signature of an Agreement and is limited to the duration of the project which is expected to end in June 2026. The first contract is limited to 31 December 2024, and it may be extended. You will receive a basic monthly gross salary of 2605.00€ which is exempt from national income tax. This salary may be supplemented by other allowances depending on your personal situation and you will be affiliated to a Council of Europe pension scheme. You will also benefit from private medical insurance,

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32 working days leave per year and other benefits (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 reserve list.

Applications and selection procedure

■ Deadline for applications is **27 June 2024 (midnight Central European Time)**. Applications must be made in English or French using the Council of Europe online application system. By connecting to our website www.coe.int/jobs you can create and submit your online application. Please fill out the online application 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 in an application form, 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 will consist of assessments and 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.

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