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human rights in Europe!



[EN/FR]

Local recruitment competition open to applicants already present in Montenegro

Project Officer (50% working time)

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Deadline: 22/10/2024

📍 Council of Europe Programme Office in Podgorica

Action on “Combating hatred and intolerance in Montenegro” Horizontal Facility for the Western Balkans and Türkiye III

■ Do you have experience in the implementation of co-operation projects? Are you passionate about supporting Montenegro’s reforms in the field of combating discrimination, hate speech and hate crime and in communicating on diversity? 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 2600 staff members coming from 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 Action “**Combating hatred and intolerance in Montenegro**” part of the **European Union/Council of Europe Joint Programme “Horizontal Facility for the Western Balkans and Türkiye” (Horizontal facility - Phase III)** aims at supporting the beneficiaries in Montenegro in their effort to comply with Council of Europe standards and European Union acquis in the field of combating discrimination, hatred and racism.

Your role

■ As a Project Officer you will:

- ▶ Contribute to the development of the project’s workplan and other relevant documents;
- ▶ Contribute to the organisation, co-ordination and implementation of the project activities in accordance with the work plan and its calendar of activities and in close co-ordination with the project team in headquarters (HQ) as well as in close co-operation with local partners, stakeholders and consultants - 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;
- ▶ Contribute to the preparation and drafting of documents (e.g. reports, terms of reference for different contractual engagements that are aimed at implementing relevant project activities; briefings, speaking notes, relevant meeting

documentation and draft minutes; mission reports related to project activities, official speeches etc;), including editing documents prepared both in English and in Montenegrin;

- ▶ Ensure the implementation of procurement procedures required in the context of preparation of project activities and ensure the verification of purchase files, draft contracts and payment documents, including close budgetary follow-up of all project expenditures in accordance with Council of Europe regulations and procedures and the donor's requirements;
- ▶ Contribute 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;
- ▶ Contribute to the efficient functioning of the Council of Europe Programme Office in Podgorica and regularly inform the Head of the Programme 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 Montenegro;
- ▶ Promote the Council of Europe values internally and externally;
- ▶ Undertake official journeys in connection with the project activities;
- ▶ Supervise the assistant assigned to the project, as based in Strasbourg;
- ▶ Perform any other task related to the implementation of the project as requested.

What we are looking for

■ You must:

- ▶ hold a completed full course of general secondary education and appropriate professional qualifications in political sciences, international relations, human rights, law, economy or a related field;
- ▶ have at least three years' relevant professional experience at a national or international level in the field of anti-discrimination, combating hate crime and/or promotion of diversity and equality and experience in providing technical assistance on issues related to human rights and rule of law;
- ▶ have an excellent knowledge of Montenegrin (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:
 - good knowledge of Council of Europe and other international standards in the fields of anti-discrimination, combating hate crimes, promotion of diversity and equality;
 - sound knowledge of the political and human rights situation in the country, especially at the local level, including the human rights situation of LGBTI, minorities and other vulnerable groups;
 - 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

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

■ These would be an asset:

- ▶ Professional and technical expertise:
 - a university degree in political sciences, international relations, human rights, law, economy or a related field;
 - professional and technical expertise: knowledge of specific project management tools (Project Management Methodology, logframes, risk monitoring, etc.);
 - previous professional experience in an international environment.
- ▶ Initiative
- ▶ Service orientation
- ▶ Resilience

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B4. Employment is limited to the duration of the project which is expected to end on 31 December 2026. The first contract is limited to 31 December 2025, and it may be extended. You will receive a basic monthly gross salary of €1 439.96 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 **22 October 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.