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[EN/FR]

## Local recruitment competition open to applicants already present in Ukraine

### Programme Manager

 Council of Europe Office in Kyiv

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 Deadline: **30/10/2024**

**Project: “CyberUA – Strengthening capacities on electronic evidence of war crimes and gross human rights violations in Ukraine”**

■ Do you have experience in the implementation of technical co-operation projects? 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. This job offers the possibility to support the strengthening of the capacities on electronic evidence of war crimes and gross human violation in Ukraine as part of the CyberUA team in Kyiv.

### 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](#).

■ CyberUA project aims is to improve the handling of electronic evidence for use in criminal proceedings related to war crimes and gross human rights violations in the context of the Russian aggression against Ukraine. This will be achieved through four outcomes related to improved regulatory framework, stronger capacities to respond to cyberthreats, improved capacities for handling of electronic evidence and enhanced co-operation on war crimes and gross human rights violations.

### Your role

■ As a Programme Manager you will:

- ▶ ensure the effective implementation of programmes and take responsibility for the planning and organisation of project activities (in-country, regional and international) in accordance with the agreed work plan/calendar of activities, guidelines, priorities and deadlines;

- ▶ provide regular and substantive studies and reports and conduct assessments on the results achieved and their impact;
- ▶ report on developments and further requirements, risks and opportunities; discuss and advise on strategy, in particular regarding complex and politically sensitive issues;
- ▶ provide subject matter expertise to the programme as adviser, trainer and/or speaker at events;
- ▶ oversee administrative matters and manage the financial resources allocated to the programme; manage, coach and co-ordinate a team of project staff as well as assist and advise consultants;
- ▶ contribute to negotiating and concluding contracts with suppliers, consultants and other relevant parties;
- ▶ establish and maintain contacts with counterparts, donors, partners and other relevant stakeholders in view of co-operation and synergies;
- ▶ ensure programme co-ordination with the Cybercrime Division and Cybercrime Programme Office of the Council of Europe;
- ▶ undertake official journeys in connection with your duties;
- ▶ ensure the timely preparation of project reports in accordance with Council of Europe rules and regulations as well as donor requirements;
- ▶ carry out allocated assignments for other activities organised by the relevant division and Programme Office.

## What we are looking for

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### ■ You must:

- ▶ hold a higher education degree or qualification in law, political science, or in a related field;
- ▶ have a minimum of five years of relevant professional experience related to criminal justice matters, including at least three years in matters related to cybercrime and at least two years of international work experience;
- ▶ 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:
  - proven knowledge of relevant international instruments and measures on cybercrime;
  - experience in the management of technical cooperation projects, including the management of staff and budgetary matters;
  - proven ability to work in an international and multi-cultural environment;
  - knowledge of specific project management tools (Project Management Methodology, logframes, etc.);
  - good computer skills of standard tools in office applications (word processing, spreadsheet, data bases, presentation software, outlook, internet/intranet publication).
- ▶ Management of teams
- ▶ Planning and work organisation
- ▶ Drafting skills
- ▶ Results orientation

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

- ▶ Decision making
- ▶ Analysis and problem solving
- ▶ Negotiation

■ These would be an asset:

- ▶ Professional and technical expertise:
  - specific knowledge of relevant Council of Europe standards, especially cybercrime and electronic evidence;
  - knowledge of processes, regulations, procedures, work methods and tools of the Council of Europe;
  - sound knowledge of public international law;
  - experience with policies and practices related to cybersecurity, war crimes and gross human rights violation.
- ▶ Teamwork and co-operation
- ▶ Initiative
- ▶ Communication

## What we offer

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■ If successful, you may be offered employment based on **temporary contracts** at grade A1/A2. Employment is limited to 31 December 2025 and may be extended. You will receive a basic monthly gross salary of €2 962 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](#). **Please note that staff must live within commuting distance from the Council of Europe Office in Kyiv, as the work requires staff to be regularly present in the office.**

■ 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 **30 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](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 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.