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human rights in Europe!






[EN/FR]

## Local recruitment competition open to applicants already present in North Macedonia

### Project Assistant (50% working time)

### Council of Europe Office in Skopje

**Project: Protecting Freedom of Expression  
and of the Media in North Macedonia (PRO-FREX)**

 Reference: o57/2024  
 Publication: 07/10/2024  
 Deadline: **30/10/2024**

■ Are you experience in administrative support tasks? 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 project “**Protecting Freedom of Expression and of the Media in North Macedonia (PRO-FREX)**” is implemented by the Council of Europe, in the framework of the joint European Union and Council of Europe programme “Horizontal Facility for the Western Balkans and Türkiye”.

■ The “Horizontal Facility for the Western Balkans and Türkiye” is a joint initiative of the European Union and the Council of Europe that enables the Western Balkans Beneficiaries and Türkiye to meet their reform agendas in the fields of human rights, rule of law and democracy and to comply with the European standards, which is also a priority for the EU enlargement process..

### Your role

■ As a Project Assistant, you will:

- ▶ Assist in the day-to-day implementation, preparation, organisation and follow-up of the project’s activities, completing all necessary arrangements in advance and in a timely manner;
- ▶ Ensure the administrative and financial assistance and the organisational support for the project’s implementation;

- ▶ Carry out the practical and logistical organisation of meetings, official journeys and other events and follow up on all administrative files and financial arrangements related to these events;
- ▶ Organise travel, visa and accommodation in accordance with the project's needs; deal with the reimbursement of travel and subsistence expenses;
- ▶ Process purchase orders for a variety of contractual and administrative arrangements;
- ▶ Proofread and correct linguistic and grammatical errors within texts and documents; translate documents and texts related to project activities from/to English; check translations; organise the production, distribution and publication of documents in print version or online;
- ▶ Receive, review and dispatch incoming correspondence, e-mails etc.; manage shared mailboxes;
- ▶ Record, maintain and update a variety of data (files, documents, statistics, data bases, web sites, information and documentation tools etc.);
- ▶ Provide support to project partners and stakeholders;
- ▶ Contribute to the efficient functioning of the Office, in collaboration with the Head of Office and project team;
- ▶ Contribute to the smooth functioning of IT systems, applications and tools;
- ▶ Perform any other task related to the implementation of the project as requested.

## What we are looking for

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### ■ You must:

- ▶ have completed full course of general secondary education followed by a post-secondary diploma corresponding to a minimum of two years studies;
- ▶ have a minimum of three years of relevant professional experience in project implementation, administrative, logistics support duties or similar;
- ▶ have an excellent knowledge of Macedonian (mother tongue level) and 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 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 computer skills or standard tools in office applications (word processing, data bases, presentation software, outlook, excel);
  - general knowledge and understanding of international co-operation activities;
  - general knowledge and understanding of the activities of the Council of Europe.
- ▶ Planning and work organisation
- ▶ Concern for quality
- ▶ Drafting skills
- ▶ Adaptability
- ▶ Teamwork and co-operation
- ▶ Initiative
- ▶ 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 the field of projects implementation, assistance and co-operation activities;
  - previous professional experience of working in an international environment;
  - specific knowledge of procurement procedures, as well as communication and design tools;
  - knowledge of Albanian language.
- ▶ Service orientation
- ▶ Analysis and problem solving

## What we offer

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■ If successful, you may be offered employment based on **temporary contracts** at grade B2. Employment is limited to 31 December 2025 and may be extended. You will receive a basic monthly gross salary of €1166.46€ 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

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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.