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[EN/FR]

Local recruitment competition open to applicants already present in Ukraine¹

Senior Project Officer

Council of Europe Office in Kyiv

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 Deadline: **12/11/2024**

Project: DECOPRIS – Towards More Humane Detention Conditions and Reduced Reoffending in Ukraine

■ Do you have experience in the implementation of technical co-operation projects? Are you passionate about prisoner's rights and rehabilitation? 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. As a part of DECOPRIS team, you will be able to support Ukrainian authorities in building modern prison and probation systems with a focus on shifting from punitive to rehabilitative approaches.

Who we are

■ With over 2600 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](#).

■ [DECOPRIS](#), part of the Council of Europe Action Plan for Ukraine (2023-2026), focuses on modernizing Ukraine's prison and probation systems by shifting from punitive to rehabilitative approaches, particularly in the context of war and post-war recovery. Building on previous EU and CoE projects, DECOPRIS supports Ukraine's "Strategy for Penitentiary Reform 2021-2026" by enhancing prison management, promoting dynamic security, preventing ill-treatment, and developing rehabilitation programs.

¹ Given the current security and migration crisis in the context of the ongoing war in Ukraine, the present local recruitment is also open to applicants whose permanent residency is normally in Ukraine, and who are currently displaced outside Ukraine. The position offered will necessitate a relocation to Ukraine.

Your role

■ As a Senior Project Officer, you will:

- ▶ plan, organise, co-ordinate, implement and follow up on project activities in accordance with the project workplan and calendar of activities, in close co-ordination with the project team in Kyiv, under supervision of the Project Manager in the [Co-operation in Police and Deprivation of Liberty \(CPDL\) Division](#) in the Council of Europe headquarters (HQ) and in co-operation with local partners and stakeholders;
- ▶ ensure quality and relevance of project outputs, suggests priorities and adjustments as necessary;
- ▶ prepare reports, analyses and other documents related to the project objectives such as briefings, speeches and information notes;
- ▶ ensure budgetary follow-up of all project expenditure in accordance with Council of Europe regulations and procedures and donor requirements;
- ▶ establish, develop and maintain contacts and working relationships with the representatives of national and local authorities, civil society and the international community including partners and donors with a view to implementing the project;
- ▶ work with consultants when carrying out tasks and missions in the field or in HQ, providing content-related and organisational assistance;
- ▶ select local service providers and negotiate contracts in consultation with HQ;
- ▶ contribute to drafting of new project proposals, including budgets and logframes and results-oriented reports (both narrative and financial) in accordance with Council of Europe rules and procedures and donor requirements;
- ▶ ensure the visibility of the project by drafting web news items and press releases, disseminating information and providing advice and input on publications;
- ▶ manage the work of the project team in the field, composed of a project officer and a project assistant; undertake official journeys in connection with your duties;
- ▶ contribute to the efficient functioning of the Council of Europe Office in Kyiv and inform regularly the Head of the Office and Deputy Head of Office in Kyiv about the implementation of the project and co-ordinate the work within the broader framework of the overall activities of the Council of Europe Office in Kyiv;
- ▶ perform any other task related to the implementation of the project as requested.

What we are looking for

■ You must:

- ▶ have completed a full course of general secondary education and appropriate professional qualifications;
- ▶ have a minimum of 3 years of relevant professional experience in implementation of international technical assistance projects;
- ▶ 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:
 - knowledge of project management cycle, theory of change and results-based approach in the project management;
 - knowledge of Council of Europe and other international standards on treatment of prisoners.

- ▶ Planning and work organisation
- ▶ Concern for quality
- ▶ Results orientation
- ▶ Teamwork and co-operation
- ▶ Organisational and contextual awareness
- ▶ Relationship building
- ▶ Drafting skills

Please refer to the
Competency Framework
of the Council of Europe

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■ These would be an asset:

- ▶ Professional and technical expertise:
 - hold a university degree in law, political or social sciences, international relations/development/business or a related field;
 - specific professional experience in the areas of penitentiary, probation, or criminal justice;
- ▶ Adaptability
- ▶ Resilience
- ▶ Negotiation

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B5. Employment is limited to 31 December 2025 and may be extended. You will receive a basic monthly gross salary of €2818,03 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

■ Deadline for applications is **12 November 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.