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[EN/FR]

Local recruitment competition open to applicants already present in the Republic of Moldova

Project Manager

 Council of Europe Office in Chisinau

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 Deadline: **13/11/2024**

Project: "Supporting the implementation of the Istanbul Convention in the Republic of Moldova"¹

■ Do you have experience in the implementation of 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 to work within the criminal justice sector, in particular related to prison, probation and closed institutions.

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 phase II Project "Supporting the implementation of the Istanbul Convention in the Republic of Moldova" of a duration of 48 months (1 January 2025 – 31 December 2028) is in line with the strategic priorities for co-operation as formulated in the Council of Europe Action Plan for the Republic of Moldova for 2025-2028*.

■ Main intervention areas will cover legal and policy frameworks; institutional capacity and professionals' knowledge; awareness-raising; quality of support services for victims of violence against women and domestic violence; common minimum standards for perpetrator programs, and the expected results of this Project are the following:

- Moldovan legislation and policies aligned with the Istanbul Convention, incorporating digital violence against women, based on GREVIO and Committee of the Parties' recommendations.
- Professionals across sectors trained, and multi-agency cooperation ensured effective application of the Istanbul Convention.
- Public awareness on violence against women raised, with special focus on marginalised groups and engagement with students, human rights institutions, and civil society.

¹ Subject to project validation, funding and implementation period

- Gender-sensitive specialist support services for victims of violence enhanced, offering comprehensive support.
- Minimum standards for domestic violence perpetrator programs developed, aligning with the Istanbul Convention and best practices.

Your role

■ As a Project Manager 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 Chisinau and in headquarters (HQ) and in co-operation with local partners and stakeholders; report problems encountered; suggest priorities and adjustments as necessary;
- ▶ establish and develop effective contacts and liaise with local stakeholders, project consultants as regards the implementation of project activities;
- ▶ regularly inform the Head of the Council of Europe Office and the Deputy Head of Office about the implementation of the Project and co-ordinate his/her work within the broader framework of the overall activities of the Council of Europe Office in Chisinau;
- ▶ advise and brief the management in HQ on progress of the project implementation and other project-related issues;
- ▶ assist in the event of an evaluation or audit of the project;
- ▶ ensure quality and relevance of project outputs, suggest adjustments as necessary;
- ▶ ensure office management and supervise and organise the work of project assistants;
- ▶ draft and provide elements to all project related reports (activity and progress reports, mission reports, information notes, briefings, contributions, etc.) within set deadlines;
- ▶ 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;
- ▶ co-ordinate and contribute to the financial, administrative and technical implementation of the Project and ensure close budgetary follow-up of all project expenditures, in accordance with regulations, procedures and donor requirements;
- ▶ design, implement and lead projects activities, including workshops, trainings, scoping and needs assessment missions, and other activities in coordination with headquarters and close cooperation with the project team in Chisinau;
- ▶ select local service providers and negotiate contracts in consultation with headquarters;
- ▶ undertake official journeys in connection with the project activities;
- ▶ perform any other task related to the implementation of the project as requested;
- ▶ contribute to the work of the Council of Europe Office in Chisinau in the relevant sectors of activity.

What we are looking for

■ You must:

- ▶ hold a higher education degree or qualification in law, political sciences, public administration, international relations or a related field;
- ▶ have a minimum of 5 years of relevant professional experience in management of technical assistance projects at a national or international level in design, management and implementation of project type-activities, and experience in providing technical assistance on issues related to human rights and rule of law, promoting gender equality, countering anti-discrimination, and/or preventing and combating violence against women;
- ▶ have an excellent knowledge of Romanian (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:
 - very good knowledge of Council of Europe and international standards in the areas of gender equality, human rights and rule of law;
 - strong experience in project management and project implementation in the framework of the international or European technical co-operation programmes, in particular in the fields of human rights;
 - knowledge of the overall political and social situation in Europe, in particular in the Republic of Moldova;
 - knowledge of specific project management tools (project management methodologies, logframes, risk monitoring, etc.).
- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Management of teams
- ▶ Results orientation
- ▶ Teamwork and co-operation
- ▶ Initiative
- ▶ Drafting skills

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 preventing and combating violence against women and domestic violence;
- ▶ Communication

What we offer

■ 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 € 3406,04 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 **13 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.