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[EN/FR]

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

Project Officer

 **Council of Europe Office in Chisinau**

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 Deadline: **30/11/2024**

Project: “Advancing media freedom in Moldova”¹

■ Do you have experience in the implementation of technical co-operation projects? Are you passionate about reforms in the field of media and freedom of expression in the Republic of Moldova? 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 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](#).

■ The Council of Europe project “Advancing media freedom in Moldova” is part of the Council of Europe Action Plan 2025-2028 for the Republic of Moldova.

The project works towards achieving the following outcomes:

- relevant national authorities have the capacities to improve and implement the audiovisual, media, and access to information legal framework in line with the Council of Europe standards;
- the public service broadcaster and independent media outlets have enhanced capacities for content diversification, increased independence and professionalism.
- relevant authorities and stakeholders are empowered to tackle the risk of information disorder and promote media literacy in the country.

The overall objective of the project is that media freedom and pluralism in the Republic of Moldova is strengthened through improved legal norms and stronger institutional guarantees.

¹ Subject to project validation, funding and implementation period

Your role

■ As a Project Officer you will:

- ▶ assist with planning, organisation, co-ordination, implementation and follow-up on the project activities in accordance with the project workplan, in close co-ordination with the Project Manager and under supervision of the Programme Manager in the Council of Europe headquarters (HQ) and in co-operation with local partners and stakeholders;
- ▶ ensure quality and relevance of the project outputs, suggest priorities and adjustments as necessary;
- ▶ in co-ordination with the Project Manager, assist with the budgetary follow-ups of all project expenditures in accordance with Council of Europe regulations and procedures;
- ▶ establish, develop and maintain, under the Project Manager guidelines, contacts and working relationships with the representatives of national audiovisual authorities, other relevant authorities, public service broadcaster “Teleradio-Moldova”, media community and civil society organisations working on the ground with a view to implementing the project;
- ▶ work with consultants and experts when carrying out tasks and missions in the field, providing content-related and organisational assistance;
- ▶ contribute to selection of local service providers, negotiate and prepare contracts in consultation with the Project Manager, management of the field Office and HQ;
- ▶ contribute to drafting of new project proposals, including budgets, logframes and results-oriented reports in accordance with Council of Europe rules and procedures;
- ▶ foster the visibility of the project by drafting web news items and press releases, by disseminating information and by providing advice and input on publications;
- ▶ report to the supervisor on activities in progress and inform of any problems encountered;
- ▶ contribute to the efficient functioning of the Office, in collaboration with the Head of Office, the Deputy Head of Office and project management;
- ▶ undertake official journeys in connection with your duties;
- ▶ perform any other tasks related to the implementation of the project as requested;
- ▶ promote the Council of Europe values internally and externally.

What we are looking for

■ You must:

- ▶ hold a completed full course of general secondary education and appropriate professional qualifications in media, public administration or related field;
- ▶ have a minimum of 3 years of relevant professional experience in implementation of technical assistance projects, preferably focusing on media and freedom of expression;
- ▶ have an excellent knowledge of Romanian (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 Council of Europe and international standards on the media and audiovisual fields, democracy and the rule of law;
 - knowledge of standard tools in office applications (word processing, presentation, outlook, excel).
- ▶ Concern for quality
 - ▶ Planning and work organisation
 - ▶ Analysis and problem solving
 - ▶ Drafting skills
 - ▶ Teamwork and co-operation
 - ▶ Communication
 - ▶ Adaptability

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

■ These would be an asset:

- ▶ Professional and technical expertise:
 - knowledge of Moldova's media and audiovisual landscape;
 - knowledge of the Council of Europe standards in the field of freedom of expression;
- ▶ Resilience
- ▶ Negotiation
- ▶ Initiative

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B4. Employment is limited to 31 December 2025 and may be extended. You will receive a basic monthly gross salary of €2081.65 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 **30 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.