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[EN/FR]

## Local recruitment competition open to applicants already present in Bosnia and Herzegovina

### Senior Project Officer

#### Council of Europe Office in Sarajevo

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 Deadline: **28/11/2024**

#### **Project: Supporting transparency, inclusiveness and integrity of electoral practice and processes in Bosnia and Herzegovina - Phase II<sup>1</sup>**

■ Are you interested in electoral assistance and promoting democracy and good governance? 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 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 Secretariat of the Parliamentary Assembly of the Council of Europe (Parliamentary and Electoral Cooperation Division) is launching a project titled "Supporting Transparency, Inclusiveness, and Integrity of Electoral Practice and Processes in Bosnia and Herzegovina". The project, which will be implemented through the Council of Europe Office in Sarajevo and will focus, among others, on further enhancing professionalism and independence of election administration, improving the institutional capacity and regulatory framework of the Central Election Commission of Bosnia and Herzegovina and other electoral stakeholders in line with international standards.

■ Under the authority of the Head and Deputy Head of Office and the Co-ordinator of Elections Programme of the Secretariat of the Parliamentary Assembly (Parliamentary and Electoral Cooperation Division), the Senior Project Officer will carry out multiple assignments to help meet the overall and specific objectives of the project in co-operation with beneficiaries, local and international partners and other stakeholders, in compliance with the Organisation's regulations and donor requirements.

<sup>1</sup> Subject to project validation, funding and implementation period

## Your role

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### ■ As a Senior Project Officer, you will:

- ▶ ensure and supervise the planning, organisation and implementation of the whole project in accordance with the workplan of activities and in close coordination and under the supervision of the PACE Parliamentary and Electoral Cooperation Division, and Head and Deputy Head of the Council of Europe Office in Sarajevo;
- ▶ ensure budget follow up and financial reporting in line with the logframe and workplans, as well as the implementation of procurement procedures required in the context of preparation of project activities and ensure the verification of purchase files, draft contracts and payment documents;
- ▶ coordinate, organise and supervise the work of project staff and experts in individual activities/outputs of the work plan;
- ▶ establish and maintain close working contacts with project partners and local stakeholders, international organisations and CSOs and media organisations working on election observation or electoral cooperation;
- ▶ co-ordinate the work within the broader framework of the overall Council of Europe Office action in the country;
- ▶ participate in and contribute to meetings between the CoE, CoE experts and national authorities/counterparts/beneficiaries concerning the project and ensure that decisions taken at these meetings are carried out;
- ▶ ensure the preparation and drafting of documents (e.g. work plans, project reports, terms of reference for different contractual engagements that are aimed at implementing relevant project activities; briefings, speaking notes, relevant meeting documentation and draft minutes; mission reports related to project activities, official speeches etc.); including editing documents prepared in English and in the languages of Bosnia and Herzegovina;
- ▶ provide assessment of results and achievements and advise the PACE Parliamentary and Electoral Cooperation Division about risks and problems encountered; suggest new priorities and adjustments as necessary;
- ▶ support headquarters-based staff and short-term consultants in the context of tasks and missions in the field;
- ▶ ensure that decisions, final deliverables, project documents and correspondence are properly documented and filed;
- ▶ contribute to raising the visibility of the project by drafting web news items and press releases and by disseminating information, and by providing inputs on publications;
- ▶ undertake official journeys in connection with activities described above.

## What we are looking for

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### ■ As a minimum, you must:

- ▶ have completed a full course of general secondary education and appropriate professional qualifications;
- ▶ have a minimum of 4 years of relevant professional experience in contributing to the implementation of co-operation projects in the area of elections, good governance, human rights or a related field at national or international level;
- ▶ have an excellent knowledge of the official languages of Bosnia and Herzegovina (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 experience in project management and implementation in the framework of international or European technical co-operation programmes, in particular, in the fields of electoral assistance and/or human rights;

- sound knowledge of women's political participation and women's rights situation in the country;
- knowledge of relevant Council of Europe and European standards;
- knowledge of specific project management tools (project management methodologies, logframes, risk monitoring, etc.);
- experience in working with authorities at national, regional and/or local levels;
- sound computer skills of standard tools in office applications (Microsoft Office pack, presentation software, internet/intranet publications).

- ▶ Management of teams
- ▶ Decision making
- ▶ Planning and work organisation
- ▶ Teamwork and co-operation
- ▶ Drafting skills
- ▶ Analysis and problem solving
- ▶ Relationship building

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

■ 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;
  - previous professional experience in an international environment
  - previous experience in the field of electoral and parliamentary co-operation
- ▶ Creativity and innovation

## What we offer

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■ 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 € 2914,66 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 **28 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](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.