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[EN/FR]

Local recruitment competition  
open to applicants already present in Moldova

## Project Linguistic Assistant

 Council of Europe Office in Chisinau

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 Deadline: **05/12/2024**

**Project: Further strengthening the prison and probation systems,  
the provision of health care and the treatment of patients in closed institutions in the Republic of Moldova<sup>1</sup>**

■ Are you a team player, motivated and passionate about human rights? 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 criminal justice sector, in particular related to prison, probation and health care in closed institutions in the Republic of Moldova.

## 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](#).

■ As part of the Directorate General of Human Rights and Rule of Law of the Council of Europe, [Co-operation in Police and Deprivation of Liberty Division](#), you will carry out multiple assignments to meet the objectives for the implementation of the Project "Further strengthening the prison and probation systems, the provision of health care and the treatment of patients in closed institutions in the Republic of Moldova", in compliance with the Organisation's regulations and in cooperation with project stakeholders. The project's intervention areas focus on prison administration, prison health care, including mental health care, probation, and psychiatric institutions.

<sup>1</sup> Subject to project validation for funding and implementation timeframe

## Your role

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■ As a Project linguistic assistant, you will:

- ▶ provide logistical and secretarial support in the planning and organisation of activities in accordance with the Project work plan, financial and administrative rules of the CoE, with a concern for quality, efficiency, accuracy and confidentiality and concern for teamwork and co-operation;
- ▶ prepare draft letters, memos, contracts, travel and visa arrangements, and any other documents that support the implementation of the project;
- ▶ provide ad-hoc translation of documents (English to Romanian, vice versa) which are not outsourced for translation;
- ▶ check the outsourced translations and providing feedback on their quality in line with CoE procedures;
- ▶ proofread all documents and publications produced within the Project (Romanian and English), including those outsourced for translation;
- ▶ provide interpretation from / to Romanian and English during small scale meetings in Moldova or other countries;
- ▶ assist and provide inputs for visibility actions, including regularly updating the Project website and disseminating visibility materials;
- ▶ assist in the organisation of events in Moldova and other countries, including venue preparation, travel and accommodation/per diem of consultants, trainers, and participants;
- ▶ provide logistical assistance to international and local consultants participating in Project activities;
- ▶ initiate and organise all mission related actions when carried out by team members and Partner institutions' representatives in line with the Work Plan;
- ▶ initiate administrative procedures including contractual engagements for all activities under the work plan;
- ▶ initiate purchase orders and continuously follow up on payments and reimbursement procedures;
- ▶ prepare the submission of financial documents for final payments and reimbursements of costs incurred by experts or Project beneficiaries;
- ▶ checks the invoices presented for payment and the conformity of the supporting files;
- ▶ follow-up on any other financial information and documentation necessary to be submitted to the Headquarters;
- ▶ follow up and report accordingly if all purchase orders have been carried out in line with the necessary information and documents connected to consultants and other members of the team.
- ▶ organise and keep project documents and files up to date (financial and activity planning, official reports, national legislation, statistics, expertise and other documents, outgoing and incoming correspondence, contacts' lists, programme contracts and correspondence' registries etc);
- ▶ promote Council of Europe values internally and externally;
- ▶ carry out other tasks as required connected to the efficient project implementation.

## What we are looking for

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■ As a minimum you must:

- ▶ hold a completed full course of general secondary education and appropriate professional qualifications in the field of administration, foreign languages/ English, finance and international relations;
- ▶ have a minimum of 3 years of relevant professional experience in financial and administrative management, translation of documents and interpretation to/from English, preferable within the Project context; accounting and preparation of financial reports;
- ▶ have an excellent knowledge of Romanian (mother tongue level) and English, be willing to learn or improve the other Council of Europe's official language (French);

- ▶ 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 financial, administrative, procurement management systems, suppliers' management, and financial regulations.
  - knowledge of translation and interpretation techniques.
  - knowledge of standard office management tools, applications, and software (word processing, spreadsheet, data bases, presentation software, Outlook, Oracle).
- ▶ Analysis and problem solving
- ▶ Teamwork and co-operation
- ▶ Concern for quality
- ▶ Results orientation
- ▶ Adaptability
- ▶ Communication
- ▶ Planning and work organisation

Please refer to the  
[Competency Framework](#)  
 of the Council of Europe

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■ These would be an asset:

- ▶ Professional and technical expertise:
  - a degree in a relevant subject, such as administration, finance, accounting, international, public relations, linguistic.
  - specific knowledge of English language at a professional proficiency level.
  - knowledge of Russian language.
- ▶ Negotiation
- ▶ Service orientation
- ▶ Organisational and contextual awareness

## What we offer

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■ If successful, you may be offered employment based on **temporary contracts** at grade B3. Employment is limited to 31 December 2025 and may be extended. You will receive a basic monthly gross salary of €1749,21 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 **05 December 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](https://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.