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[EN/FR]

Local recruitment competition
open to applicants already present in Serbia

Senior Project Officer

 Council of Europe Office in Belgrade

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 Deadline: **12/12/2024**

Project: “Human Resource Management in Local Self Government – Phase III”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? Are you ready to support public administration and decentralisation reforms in Serbia by helping disseminate Council of Europe standards in the field of good democratic governance? Are you knowledgeable about public administration and local governance structures in Serbia? If so, this vacancy 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 project “**Human Resource Management in Local Self Government – Phase III**” Project (HRM III) builds on and seeks to consolidate the achievements and lessons learned in the previous EU/CoE Joint Programmes “Human Resources Management in Local Self-Government” (2016-2017) and “Human Resources Management in Local Self-Government - Phase 2” (2018-2021). The HRM III project will support the Ministry of Public Administration and Local Self-Government (MPALSG) in implementing the Public Administration Reform Strategy (PAR) 2021-2030 and will work with Serbian local self-governments to strengthen good governance practice in HRM at the local level. The project is implemented by the Centre of Expertise for Multilevel Governance (CEMG) at the Congress of Local and Regional Authorities.

¹ Subject to project validation, funding and implementation period.

Your role

■ As a Senior Project Officer, you will:

- ▶ plan, co-ordinate, design and implement project activities in line with the Council of Europe's procedures and Project Management Methodology (PMM), with a concern for quality, efficiency, accuracy, and confidentiality;
- ▶ ensure close financial monitoring and budget follow-up in line with the logframe and workplans, as well as the implementation of project related procurement procedures and verify the purchase files, draft contracts, deliverables, and payment documents, in accordance with the Council of Europe regulations and procedures;
- ▶ assist and organise the work of short-term consultants, including ensuring follow-up and quality of progress and final submissions;
- ▶ ensuring effective management and co-ordination of the work of the local project assistant;
- ▶ ensure the preparation and drafting of documents in line with quality and style requirements of the Council of Europe (e.g., progress, annual, mission reports, terms of reference for different contractual engagements; briefings, speaking notes, official speeches, relevant meeting documentation and minutes etc.); including editing documents prepared by non-native speakers (in English / Serbian);
- ▶ establish and maintain close working contacts with relevant project partners and local stakeholders, international organisations and NGOs working in the field of public administration and local self-government reform;
- ▶ participate in and contribute to meetings between the Council of Europe representatives, experts and national authorities/counterparts/beneficiaries concerning the project and ensure that decisions taken at these meetings are carried out;
- ▶ contribute to the assessment of results and achievements and advise the CEMG at the Congress about risks and problems encountered; suggest new priorities and adjustments as necessary;
- ▶ support headquarters-based staff, Congress delegations 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, and assist in preparing the files and information for the internal and external evaluations and audit;
- ▶ contribute to raising the visibility of the project by drafting web news items and press releases and by disseminating information;
- ▶ undertake official journeys in connection with project activities and participate in meetings, seminars, working groups etc. related to the project activities;
- ▶ assist to drafting new project proposals and activities;
- ▶ contribute to the efficient functioning of the Council of Europe Office in Belgrade and regularly inform the Head of the Office and Deputy Head of Office 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 Belgrade;
- ▶ follow-up on developments at national level (legal, policy, institutional levels) in areas covered by the project and regularly inform the Programme Manager, the Head of Office, the Deputy Head of Office and the project management in headquarters, including on project results, on further needs, and on risks and opportunities for further interventions;
- ▶ promote Council of Europe values internally and externally;
- ▶ carry out other tasks as required in connected to the efficient project implementation.

What we are looking for

■ You must:

- ▶ have a completed full course of general secondary education and appropriate professional qualifications for the position;

- ▶ have a minimum of 4 years of relevant professional experience at a national or international level in project management and experience in providing technical assistance on issues related to democracy, good governance, human rights and rule of law;
- ▶ have an excellent knowledge of Serbian (mother tongue level) and 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 relevant international instruments and measures on good democratic governance, public administration reform, local self-government standards, and/or human rights;
 - proven experience in project management and implementation of technical co-operation or policy-oriented projects;
 - knowledge of project management tools (Project Management Methodology, logframes, risk register, monitoring, etc.);
 - experience in working with governmental institutions, or with local democracy stakeholders, or civil society on projects and programmes related to local democracy, participation, good governance, or related fields;
 - knowledge of the overall political and social situation in Europe, in particular in Serbia;
 - sound computer skills and experience in using standard tools in office applications (Microsoft Office pack, presentation software, spreadsheet, databases, internet publications).

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

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

■ These would be an asset:

- ▶ Professional and technical expertise:
 - hold a university degree in law, political or social sciences, international relations, human rights or a related field;
 - previous professional experience in an international environment;
 - previous experience in working with local authorities;

- ▶ Resilience
- ▶ Adaptability
- ▶ Creativity and innovation

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 €4 180,33 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 **12 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. 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.