



Join us
and help defend
human rights in Europe!

Local recruitment competition open to applicants already present in Kosovo*

Communication Officer

Council of Europe Office in Pristina

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■ Are you a professional in the field of communication? Would you like to contribute to the activities of an international organisation working for human rights, democracy and the rule of law through communication and strengthened visibility of the programmes and the Council of Europe Office in Pristina? Would you like to work in a dynamic environment of co-operation projects, supporting national reforms? If so, our job offer may be the right opportunity for you.

Who we are

■ With over 2200 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 Council of Europe Office has currently a team of 23 people, working on a variety of co-operation projects to support and promote Council of Europe standards of democracy, human rights and rule of law.

Your role

■ As a Communication Officer, your role will be to:

- ▶ contribute to the design and implementation of strategic communication and visibility plans for the co-operation programmes and the Office;

**All reference to Kosovo, whether to the territory, institutions or population shall be understood in full compliance with United Nations Security Council Resolution 1244 and without prejudice to the status of Kosovo.*

- ▶ draft and review communication materials prepared by office team members to ensure effective communication and results-orientation, providing communication advice, expertise and coaching to colleagues;
- ▶ support the preparation of communication materials (including project success stories, highlighting the impact of the actions short videos, infographics);
- ▶ maintain the Office website and social media in English; including by posting main messages from headquarters and ensuring the editorial line of office platforms;
- ▶ create, format and disseminate regular newsletters;
- ▶ organise and co-ordinate possible media events and media relations;
- ▶ ensure that all visibility actions are carried out in accordance with the Council of Europe policies, in particular respecting a gender-sensitive approach, and follow the communication and visibility requirements for European Union external actions and for other donors involved (where relevant);
- ▶ collate and analyse media coverage; contribute to the monitoring and reporting on communication;
- ▶ work with the Head of Office and in close co-operation with the Directorate of Programme Co-ordination (DPC) Central Communication Team in the headquarters and the Directorate of Communications.
- ▶ be a team player within the Office, including by co-operating closely with the Horizontal Facility Regional communication officer based in Tirana.

What we are looking for

■ As a minimum, you must:

- ▶ hold a completed full course of general secondary education and appropriate professional qualifications in journalism, communications, public relations or a related field;
- ▶ have a minimum of 3 years of professional experience relating to media and communication in the framework of co-operation programmes, preferably in international organisations;
- ▶ have a very good knowledge of one of the two Council of Europe's official languages (English);
- ▶ have an ability to draft clearly and concisely in English (see also section on desirable assets);
- ▶ be a citizen of the host country or one of the 46 member States of the Council of Europe;
- ▶ 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:
 - professional experience in writing, editing and web publishing;
 - knowledge of visibility guidelines, including on inclusive communication, communication principles, concepts, techniques and methods;
 - possess a comprehensive knowledge of the current media landscape in the region and in Kosovo* particularly in the fields directly related to Council of Europe activities and priorities; broad knowledge of the activities of the Council of Europe and in particular knowledge of international co-operation programmes;
 - sound computer skills of standard tools in office applications (word and excel processing; presentation software; outlook; internet/intranet) and knowledge of IT tools related to web and social media publishing.
- ▶ Communication
- ▶ Planning and work organisation
- ▶ Teamwork and co-operation
- ▶ Relationship building

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

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- ▶ Drafting skills
- ▶ Concern for quality
- ▶ Adaptability

■ These would be an asset:

- ▶ Professional and technical expertise:
 - experience of working in an international environment.
 - have a good knowledge of Albanian/Serbian
- ▶ Initiative
- ▶ Resilience
- ▶ Learning and development

What we offer

If successful, you may be offered employment based on **temporary contracts** at grade B4. Employment is limited to 31 December 2024 and may be extended. You will receive a basic monthly gross salary of €2292,42 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 of 15 December 2005 laying down the conditions of recruitment and employment of locally recruited temporary 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 **06 May 2024 (midnight Pristina 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 applicants who best meet the abovementioned criteria will be considered for the next stage, which may consist of assessments and/or an interview. Further information on the assessment process will be provided to the selected candidates 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 candidates, 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 the number of women and men employed at all levels in the Organisation. In the event of equal merit, preference will therefore be given to the applicant belonging to the under-represented sex in the grade. During the different stages of the recruitment procedure, specific measures may be taken to ensure equal opportunities for candidates with disabilities.