





## Local recruitment competition

### Project Assistant

### Grade B1/B2

**Directorate General of Democracy and Human Dignity  
Directorate of Democratic Participation  
Youth Department  
Education and Training Division**

 **Location: Budapest**

 **Publication: 14 November 2022**  
 **Deadline: 30 November 2022**

### Job mission

- ☐ Are you interested in supporting young people engaged to revitalise democracy? Do you want to join a dynamic team organising educational activities for the youth sector of the Council of Europe at the European Youth Centre Budapest? Are you interested in supporting young people from all over Europe to take part in intercultural activities promoting democracy and human rights? Do you want to support processes that make youth participation a reality in member states? If so, this vacancy may be the right opportunity for you.

### Your role

- ☐ As a project assistant, your role will focus on:
- ▶ supporting the practical implementation of the project Youth revitalising Democracy, in particular activities taking place at the European Youth Centre Budapest;
  - ▶ dealing with travel- and visa-related questions, providing information, responding to demands of pre-paid tickets, providing support to the travel reimbursement;
  - ▶ preparing and submitting practical information for participants and consultants and liaising with different services for the practical organisation of activities;
  - ▶ drafting and formatting correspondence, memos, documents, as well as securing their organisation and filing;
  - ▶ gathering and processing relevant data for the project;
  - ▶ coordinating with reception, the technical staff and other services in the European Youth Centre Budapest and the Youth Department in view of the organisation of the relevant activities held in the Youth Centre and, occasionally, in member states;
  - ▶ maintaining communication with partners involved in the project and its activities;
  - ▶ supporting the administrative tasks related with the production of publications, including liaising with internal and external service providers;



- ▶ following-up and reporting to supervisor(s) on activities in progress, and if and when problems occur.

NB: The Youth Department cooperates extensively with civil society organisations and partners in all member states and beyond and the European Youth Centre is a residential centre which is open 24/7, thus the duties might involve occasional work at weekends and evenings, which will be compensated according to the rules in force.

## Competencies

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### Essential:

- ▶ Professional and technical expertise:
  - Experience with secretarial and administrative tasks;
  - Capacity to understand and apply the activities and procedures of the Council of Europe and of the Youth Department;
  - Capacity to support young participants in the non-formal education activities of the Youth Department;
  - Very good knowledge of standard office applications (i.e. Word, Excel, Outlook);
  - Very good knowledge of one of the two official languages (English preferably);
- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Teamwork and co-operation
- ▶ Communication
- ▶ Concern for quality
- ▶ Service orientation
- ▶ Results orientation

### Desirable:

- ▶ Professional and technical expertise:
  - Experience with project management;
  - Good knowledge of Hungarian language;
  - Experience with communication and social media
- ▶ Resilience
- ▶ Learning and development
- ▶ Initiative

## What we offer

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If successful, you may be offered employment based on **temporary contract** at grade B1/B2. Remuneration for this post in Budapest is based on the scale of salaries for coordinated organisations applicable to Council of Europe staff serving in Hungary.

For the moment, this position is limited **until 31 December 2023**, and may be prolonged. The weekly working hours of Council of Europe full-time staff are 38.5 hours.

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](#).

## Applications and selection procedure

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Deadline for applications is **30 November 2022** (midnight Budapest time). Applications must be sent in English by email to [coe.budapest@coe.int](mailto:coe.budapest@coe.int)

In addition to your up-to-date CV, please explain in a covering letter how your competencies and relevant work experience make you the best candidate for this role.

Further information on the assessment process will be provided to the selected candidates in due course.

### **Equal opportunities:**

Applications from all suitably qualified candidates are welcome, irrespective of sex, gender, marital or parental status, sexual orientation, disability, ethnic or social origin, religion or belief.

During the different stages of the procedure, specific measures may be taken to ensure equal opportunities for candidates with disabilities.

Under its equal opportunities policy, the Council of Europe is aiming to achieve parity in the number of women and men employed in each category and grade. In accordance with Article 22 of the Regulations on Appointments, in the event of equal merit, preference will therefore be given to the applicant belonging to the under-represented sex (at the time the appointment recommendation is made).