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and help defend  
human rights in Europe!




## Local recruitment competition open to applicants already present in the Republic of Moldova

### Project Assistant

 Council of Europe Office in Chisinau

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 Deadline: **02/12/2021**

 Would you like to build a career in an electoral-related cooperation field? Do you desire to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law? Then why not give your career a boost by joining our team in Chisinau! Our job offer may be the right opportunity for you.

### Who we are

■ With over 2000 staff representing all its 47 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 offices in more than twenty countries. See here for more information about the [Council of Europe external presence](#).

■ In the Republic of Moldova, the Council of Europe implements a project "Improving electoral practice in the Republic of Moldova, Phase II", as part of the [Council of Europe Action Plan for the Republic of Moldova 2021-2024](#). The overall objective is to improve the integrity, transparency and quality of the electoral process in the Republic of Moldova to better ensure citizens' right to vote and to be elected. The Project aims to ensure the sustainability in the development of the professional and technical skills of the national electoral bodies at all levels, more inclusive and participatory electoral processes, and promotion of good standards into the electoral legislation and practice.

### Your role

■ As a Project Assistant, you will:

- ▶ assist project managers in the day-to-day implementation, preparation, organisation and follow-up of the activities of the project, completing all necessary arrangements in advance and in a timely manner;
- ▶ ensure the administrative assistance and the organisational support for the implementation of the project;
- ▶ carry out the practical and logistical organisation of meetings, official journeys and other events; follow up on all administrative files and financial arrangements related to these events;
- ▶ organise travel, visa and accommodation in accordance with the project needs; deal with the reimbursement of travel and subsistence expenses;

- ▶ process purchase orders for a variety of contractual and administrative arrangements in line with the Council of Europe rules and procedures;
- ▶ process, draft, proofread correspondence, documents, e-mails presentations and assist in preparing reports;
- ▶ record, maintain and update a variety of data (documents, statistics, data bases, web sites etc.);
- ▶ work in close contact with other internal and/or external counterparts to ensure the co-ordination of project activities;
- ▶ report to the supervisor on activities in progress and if and when problems occur;
- ▶ contribute to the efficient functioning of the office, in collaboration with the Head of Office, the Deputy Head of Office and the direct Project management;
- ▶ carry out other tasks as may be required connected to the project implementation;
- ▶ provide necessary assistance to some Organisation's activities in the Republic of Moldova;
- ▶ promote Council of Europe values internally and externally.

## What we are looking for

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### ■ As a minimum, you must:

- ▶ have completed a full course of general secondary education;
- ▶ have at least two years of relevant professional experience in administrative or project support duties or similar;
- ▶ have an excellent knowledge of Romanian (mother tongue level) and a very good knowledge of one of the two Council of Europe's official languages (English). A good knowledge of Russian would be an asset;
- ▶ be a citizen of the host country or one of the 47 member States of the Council of Europe;
- ▶ be under 65 years of age at the closing date of this vacancy notice.

### ■ Demonstrate to us that you have the following competencies:

- ▶ Professional and technical expertise:
  - proven practical knowledge and experience of administrative duties;
  - general knowledge and understanding of the activities of the Council of Europe;
  - sound computer skills and experience using standard tools in office applications (word processing, presentations, outlook, spreadsheet, databases, internet publications).
- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Concern for quality
- ▶ Service orientation
- ▶ Teamwork and co-operation
- ▶ Adaptability
- ▶ Communication

### ■ These would be an asset:

- ▶ Professional and technical expertise:
  - experience in project implementation, assistance and co-operation activities in the field of international assistance, human rights, rule of law or good governance;
  - experience of working in an international environment;
- ▶ Initiative
- ▶ Learning and development
- ▶ Results orientation

## What we offer

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■ If successful, you may be offered employment based on **temporary contracts** at grade B2. Employment is limited to 28 February 2023. You will receive a basic monthly gross salary of €845.03 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

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■ Deadline for applications is **02 December 2021 (midnight Paris time)**. You can apply in English 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 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.