



Join us
and help defend
human rights in Europe!

Local recruitment competition
open to applicants already present in Hungary

Programme Assistant

Youth Department

Education and Training Division

Grade B1/B2 – full-time



European Youth Centre Budapest



Publication: 14/11/2023



Deadline: 28/11/2023

- 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 international 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.

Who we are

- With over 2000 staff representing all its 46 member States, the Council of Europe is a pan-European organisation. Our mission is to protect 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 offices in more than twenty countries. See here for more information about the [Council of Europe external presence](#).

- Within the Council of Europe, the European Youth Centre Budapest is a part of the Youth Department and an important instrument of the Council's youth programme. The EYCB is an international training and conference centre with residential facilities, hosting many of the youth sector's programme activities.

Your role

As a **Programme Assistant**, your role will focus on:

- supporting the practical implementation of the Youth Department's programme 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, and providing support to the travel reimbursement process;
- ▶ 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.

The position is part of the Education and Training Division in the Youth Department of the Council of Europe, which is a division with staff in both Budapest and Strasbourg. The programme assistant is physically located in the European Youth Center Budapest and reports to a direct supervisor in Budapest.

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.

What we are looking for

■ As a minimum, you must:

- ▶ hold a completed full course of general secondary education, with a higher education degree an advantage;
- ▶ have a minimum of 2 year/s of relevant professional experience in programme and events administration with an international dimension;
- ▶ have a very good knowledge of one of the two Council of Europe's official languages (English or French);
- ▶ be a citizen of 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:
 - 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

■ These would be an asset:

- ▶ Professional and technical expertise:
 - Experience with project management;
 - Good knowledge of Hungarian language;
 - Knowledge of international youth work
- ▶ Initiative
- ▶ Resilience
- ▶ Creativity and innovation

Please refer to the
Competency Framework
of the Council of Europe



What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B1/B2. Employment is currently limited to **31 December 2024** and may be extended. 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 from 1 January 2024. This salary may be supplemented by other allowances depending on your personal situation. You will be affiliated to the Council of Europe's 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.).

■ 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](#).

■ The successful candidate may be offered a contract from **no earlier than 16 January 2024**. The offer of the contract is also subject to the confirmed availability of funds.

■ 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 **28 November 2023 (midnight Budapest time)**.

■ Applications must be sent in English by email to 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.

■ 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 interview/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.