





Join us
and help defend
human rights in Europe!

Local recruitment competition open to applicants already present in Hungary

Programme Assistant

Grade B1/B2 – full-time

European Youth Centre Budapest

 Publication: **09/06/2023**
 Deadline: **23/06/2023**

■ Do you have strong administrative skills, motivation and the potential to assist a variety of tasks related to programme and project management? Are you familiar with ICT tools, have experience in communication and creating content for social media platforms? Would you like to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law? If so, our job offer 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 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](#).

■ 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:

- ▶ providing assistance to the Council of Europe Quality Label for Youth Centres programme in the preparation, running and follow up of activities; updating the Youth Department's website devoted to the programme;
- ▶ providing assistance to the practical organisation (preparation, implementation, follow up) of EYCB's self-financed programme activities (conferences, seminars, meetings) and other activities of the Youth Department's annual programme;
- ▶ contributing to the work of the social media team of the Youth Department; under the guidance of the Youth Department's social media thematic coordinator;

- ▶ drafting, formatting and sending standard correspondence, memos and files in accordance with instructions; responding to requests for information;
- ▶ organising missions of staff members and experts attending the programme activities of the Youth department; drafting correspondence for participants/experts requiring visa for Hungary;
- ▶ where required, carrying out tasks to provide assistance to the EYCB's accountant with financial arrangements; reporting to her/his supervisor on activities in progress if/when problems occurs.

What we are looking for

■ As a minimum, you must:

- ▶ hold a completed full course of general secondary education and appropriate financial qualifications, with a higher education degree in economics an advantage
- ▶ have a minimum of 2 year/s of relevant professional experience in finances
- ▶ 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:
 - **Strong computer skills and a good command of Excel;**
- ▶ Planning and work organisation
- ▶ Concern for quality
- ▶ Teamwork and co-operation
- ▶ Results orientation
- ▶ Analysis and problem solving
- ▶ Adaptability
- ▶ Service orientation

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

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■ These would be an asset:

- ▶ Professional and technical expertise:
 - **Familiarity with various social media platforms and content software**
- ▶ Initiative
- ▶ Resilience
- ▶ Creativity and innovation

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 2023** 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. 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.).

■ 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 **23 June 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 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.

