



Join us  
and help defend  
human rights in Europe!



## Local recruitment competition open to applicants already present in Kosovo\*

### **Project Assistant** **Council of Europe Office in Pristina**

**Project: Building Capacity for Inclusion in Education**



Reference: o24/2022



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Deadline: **07/06/2022**

■ Are you motivated, organised and with an eye for details? Would you like to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law and in particular promoting democracy and inclusion through education? 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](#).

■ The project "Building Capacity for Inclusion in Education:

Quality education can only be achieved if the system is inclusive, equitable and welcoming to all children. The aim of this project is to improve access to quality education of students from disadvantaged groups in pre-primary, primary and secondary education - in line with the Beneficiary's domestic policies and priorities and Council of Europe standards and practices. Specific outcomes include strengthening the capacity of the pre-primary, primary and secondary education system to improve participation and support services for (1) Roma, Ashkali and Egyptian children and (2) children with special education needs.

### Your role

■ As a Project Assistant you will:

- ▶ assist in the day-to-day implementation, preparation, organisation and follow-up of the project's activities, completing all necessary arrangements in advance and in a timely manner;
- ▶ ensure the administrative and financial assistance and the organisational support for the project's implementation;

\* This designation is without prejudice on status and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.

- ▶ 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's needs; deal with the reimbursement of travel and subsistence expenses;
- ▶ process purchase orders for a variety of contractual and administrative arrangements;
- ▶ process and draft correspondence, documents, presentations and assist in preparing reports;
- ▶ proofread and correct linguistic and grammatical errors within texts and documents; translate documents and texts related to project activities from/to English; check translations; organise the production, distribution and publication of documents in print version or online;
- ▶ receive, review and dispatch incoming correspondence, e-mails etc.;
- ▶ ensure the circulation of pertinent information and documents within the Office;
- ▶ record, maintain and update a variety of data (files, documents, statistics, data bases, web sites, information and documentation tools 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 informs of any problems encountered;
- ▶ contribute to the efficient functioning of the Office, in collaboration with the Head of Office, the Deputy Head of Office and project management;
- ▶ carry out other tasks as may be required connected to the programme implementation;
- ▶ promote Council of Europe values internally and externally.

## What we are looking for

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### ■ As a minimum, you must:

- › hold a completed full course of general secondary education, followed by a post-secondary qualification corresponding to a minimum of two years' studies.
- ▶ have a minimum of 2 years of relevant professional experience relating to administrative or project support duties or similar;
- ▶ have a very good knowledge of one of the two Council of Europe's official languages (English);
- ▶ be a citizen of the host country or one of the 46 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;
  - general knowledge and understanding of international co-operation activities;
  - ICT skills: sound computer skills and experience using standard tools in office applications (word processing, presentations, outlook, spreadsheet, databases, internet publications);
  - availability to travel
- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Concern for quality

Please refer to the  
**Competency Framework**  
 of the Council of Europe

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- ▶ Service orientation
- ▶ Teamwork and co-operation
- ▶ Adaptability
- ▶ Communication

■ These would be an asset:

- ▶ Professional and technical expertise:
  - professional experience related to project implementation support duties, assistance and co-operation activities or similar;
  - experience of working in an international environment;
  - knowledge of French and of languages spoken in the region
- ▶ 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 the duration of the Project that is expected to end on 31 December 2023. You will receive a basic monthly salary 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 **07 June 2022 (midnight Paris time)**. You can apply in English or French 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.

