



Join us  
and help defend  
human rights in Europe!






[EN/FR]

## Local recruitment competition open to applicants already present in Georgia

### Project Officer

### Council of Europe Office in Georgia

 Reference: o78/2024  
 Publication: 29/11/2024  
 Deadline: **12/12/2024**

#### Project: “Advancing participatory and human rights-based local democracy in Georgia”

Do you have experience in the implementation of co-operation projects? Are you motivated and passionate about supporting Georgia in the field of participatory democracy, open government, and human rights at local level? Do you have the potential to work in a dynamic and creative team, in co-operation with a variety of stakeholders, co-ordinating and liaising with them, in particular supporting grant agreements' implementation? If so, this vacancy may be the right opportunity for you.

### Who we are

■ With over 2600 staff members 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 “**Advancing participatory and human rights-based local democracy in Georgia**” focuses on strengthening participatory democracy, enhancing the dialogue between local and central level, and adopting a human rights approach in local decision-making, including through capacity development and grants to local authorities and their association. The project is implemented by the Centre of Expertise for Multilevel Governance (CEMG) at Congress of Local and Regional Authorities as part of the Council of Europe Action Plan for Georgia 2024-2027 with the financial contribution of the Austrian Development Cooperation (ADA).

### Your role

■ As a Project Officer you will:

- ▶ assist with planning, organisation, co-ordination, implementation and follow-up of project activities in accordance with the workplan of activities and in close co-ordination with the Senior Project Officer and the Project Manager and under the

supervision of the Project Co-ordinator at the CEMG and in collaboration with project partners, stakeholders and consultants;

- ▶ ensure quality and relevance of the project outputs and seek maximum impact and effectiveness having regard to the Council of Europe's standards, core values and priorities; report regularly suggesting priorities and adjustments as necessary;
- ▶ in co-ordination with the Senior Project Officer and the Project Manager, ensure the preparation and drafting of documents (e.g. work plans, project reports, terms of reference for different contractual engagements; briefings, speaking notes, relevant meeting documentation and draft minutes; mission reports related to project activities, official speeches etc;), including editing documents prepared in English and in Georgian;
- ▶ ensure the management and follow up of the budget in line with the logframe and workplans, as well as the implementation of procurement procedures required for project activities, in accordance with the Council of Europe regulations and procedures;
- ▶ support the preparation and monitoring of the implementation of grants to local authorities and/or their national association;
- ▶ contribute to the selection of local consultants and service providers and prepare contracts in co-ordination with the Senior Project Officer and the Project Manager and management in the HQ;
- ▶ work with local and international short-term consultants, as well as service providers when carrying out tasks and missions in the field, providing content-related and organisational assistance, and reporting any problems encountered, suggesting priorities and adjustments as necessary;
- ▶ contribute to raising the visibility of the project by drafting web news items and press releases and by disseminating information, and by providing advice and inputs on publications;
- ▶ report to superiors on the results achieved, on further requirements, risks and opportunities of developments or events;
- ▶ contribute to the efficient functioning of the Office and work in close collaboration with the Head of Office, the Deputy Head of Office, and project management in the field and in HQ;
- ▶ undertake official journeys in connection with project activities and participate in relevant meetings, seminars, working groups etc. related to the project activities;
- ▶ perform any other tasks related to the implementation of the project as requested;
- ▶ promote the Council of Europe values internally and externally.

## What we are looking for

---

### ■ You must:

- ▶ hold a completed full course of general secondary education and appropriate professional qualifications in an area relevant to the call; a focus on international development or international co-operation, international affairs, political science, gender studies or public administration would be an advantage;
- ▶ have at least three years of relevant professional experience at a national or international level in project management and experience in providing technical assistance on issues related to human rights, rule of law and democracy;
- ▶ have an excellent knowledge of Georgian (mother tongue level) and excellent 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 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 in project management and implementation of technical co-operation or policy-oriented projects, in particular in good governance, local democracy, or human rights;
- knowledge and understanding of the Council of Europe and other international standards relevant to the project;
- experience in working with governmental institutions and civil society on projects and programmes related to human rights, rule of law or democracy;
- knowledge of the overall political situation in Europe, in particular in Georgia;
- ICT skills: sound computer skills and experience using standard tools in office applications (word processing, presentations, outlook, spreadsheet, databases, internet publications).

- ▶ Planning and work organisation
- ▶ Teamwork and co-operation
- ▶ Results orientation
- ▶ Concern for quality
- ▶ Drafting skills
- ▶ Communication
- ▶ Relationship building

■ These would be an asset:

- ▶ Professional and technical expertise:
  - previous professional experience in an international environment;
  - previous experience working with local authorities;
  - previous experience in coordinating grants;
  - knowledge of other languages.
- ▶ Adaptability
- ▶ Resilience
- ▶ Creativity and innovation

## What we offer

---

■ If successful, you may be offered employment based on **temporary contracts** at grade B4. Employment is limited to 31 December 2025 and may be extended. You will receive a basic monthly gross salary of €2 702,55 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 laying down the conditions of recruitment and employment of locally recruited 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 **12 December 2024 (midnight Central European Time)**. If you are interested in the position, please fill out the [application form](#) in English providing all requested details, explain how your competencies make you the best

candidate for this role and **send the form in PDF format to this email address:** [dpc.application@coe.int](mailto:dpc.application@coe.int). Please put the reference number o78/2024 in the subject of the email.

■ Only applications that best meet the abovementioned criteria, and that demonstrate the best profile in terms of qualifications, experience, and motivation, shall be considered for the next stages of the recruitment evaluation process, which may consist of different types of assessment. Further information on the assessment process will be provided to the selected people 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 people, 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 staff employed in each category and grade. . At the time of appointment, preference between suitable people shall be given to the person of the gender which is under-represented in the relevant grades within the category to which the vacancy belongs. During the different stages of the recruitment procedure, specific measures shall be taken to facilitate access for people with disabilities.