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human rights in Europe!



[EN/FR]

Local recruitment competition open to applicants already present in Azerbaijan

Project Officer **Council of Europe Office in Baku**

Project: Youth for Democracy in Azerbaijan¹



Reference: o82/2024
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Deadline: 15/01/2024

■ Are you committed to promoting participatory youth work and policies, and access to citizenship and human rights education? Are you keen to support young people from Azerbaijan to take part in education and training activities of the Council of Europe Youth Department. 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 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 Council of Europe Youth Department is implementing a project "Youth for Democracy in Azerbaijan". The project aims the quality of youth work provided by youth centres, and youth house by applying participatory approaches and methods, and support the development of quality youth policy interventions for social inclusion and participation of young people, including in rural areas. Furthermore, it promotes citizenship and human rights education as a basis for civic engagement and participation of young people, and support processes of recognition and quality of non-formal education delivered by youth organisations in Azerbaijan.

Your role

■ As a Project Officer, you will:

- ▶ ensure the overall implementation of the Project, in cooperation with the other team members and under the guidance of the Project Manager in the headquarters, the management of the Unit and Co-operation Programs Division as well as the Head and Deputy Head of Baku Office;

¹ Subject to project validation, funding and implementation period

- ▶ plan, organise, co-ordinate, implement and follow up on the project activities in accordance with the project workplan and in close co-ordination and the guidance of the Project Coordinator in the headquarters;
- ▶ co-ordinate and contribute to the administrative and financial implementation of the project and ensure close budgetary follow-up of all project's expenditure, in accordance with regulations, procedures and donor requirements;
- ▶ coordinate, organise and supervise the work of experts in individual activities/outputs of the work plan;
- ▶ establish and maintain close working contacts with relevant project partners and local stakeholders, international organisations and national youth structures and youth civil society organisation, including national platforms and councils;
- ▶ co-ordinate your work within the broader framework of the overall Council of Europe Office action in the country;
- ▶ participate in and contribute to meetings between the CoE, CoE experts and national authorities, counterparts, beneficiaries concerning the project and ensure that decisions taken at these meetings are carried out;
- ▶ provide assessment of results and achievements and advise headquarters-based team about risks and problems encountered; suggest new priorities and adjustments as necessary;
- ▶ support headquarters-based staff and short-term consultants when carrying out tasks and missions in the field;
- ▶ ensure that decisions and correspondence are properly documented and filed;
- ▶ ensure the visibility of the Council of Europe with the beneficiaries by providing input for the website, etc.;
- ▶ contribute to the efficient functioning of the Council of Europe Office in Baku and inform regularly the Head of the Office and Deputy Head of Office about the implementation of the project and co-ordinate the work within the broader framework of the overall activities of the Council of Europe Office in Baku;
- ▶ undertake official journeys in connection with activities described above.

What we are looking for

■ You must:

- ▶ have completed full course of general secondary education and appropriate professional qualifications in a relevant field (e.g. social sciences, education, or youth work related studies etc.);
- ▶ have a minimum of three years of relevant professional experience in contributing to the implementation of assistance and co-operation projects in the area of citizenship and human rights education with young people, participatory youth work and policies at national or international level;
- ▶ have an excellent knowledge of Azerbaijani (mother tongue level) and excellent knowledge of English (one of the two Council of Europe's official languages);
- ▶ be a citizen of the host country or one of the 46 member States of the Council of Europe;
- ▶ 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:
 - proven experience in project management and implementation in the framework of international or European technical co-operation programmes, in particular in the fields of citizenship and human rights education with young people, participatory youth work and policies;
 - sound knowledge of situation of youth sector in the country;
 - excellent drafting skills;
 - knowledge of project management tools (project management methodologies, logframes, risk monitoring, etc);

- experience in working with both authorities and youth and civil society structures at national, regional and/or local levels;
- sound computer skills of standards tools in office applications (word processing, presentation software, outlook, internet/intranet publications).

- ▶ Planning and work organisation
- ▶ Organisational and contextual awareness
- ▶ Analysis and problem solving
- ▶ Results orientation
- ▶ Concern for quality
- ▶ Teamwork and co-operation
- ▶ Relationship building

Please refer to the
Competency Framework
of the Council of Europe

 – 1,6Mo

■ These would be an asset:

- ▶ Professional and technical expertise:
 - higher education degree in relevant field (e.g social sciences, education, or youth work related studies..)
 - knowledge of relevant Council of Europe Youth Sector standards and policy setting documents;
 - specific knowledge of project management;
- ▶ Communication
- ▶ Initiative
- ▶ 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 2641.77€ 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 **15 January 2025 (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**. Please put the reference number o82/2024 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.