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and help defend  
human rights in Europe!



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

### Senior Project Officer

### Council of Europe Office in Baku



Reference: o83/2024



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Deadline: **15/01/2025**

**Project: "Support for the improvement of the execution  
of the European Court's judgments by Azerbaijan (Phase II)"<sup>1</sup>**

- Do you have an experience in implementation of the co-operation projects with a background of law? Are you passionate about enhancing timely and effective execution of the European Court of Human Rights' judgments and decisions in the Republic of Azerbaijan? 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 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 offices in more than twenty countries. See here for more information about the [Council of Europe external presence](#).

- The Project entitled "Support for the improvement of the execution of the European Court's judgments by Azerbaijan (Phase II)" aims to enhance the implementation of human rights as defined by the European Convention of Human Rights and the case-law of the European Court of Human Rights and to ensure timely and effective execution of the European Court of Human Rights' judgments and decisions in Azerbaijan. In this regard, the project will focus on strengthening the capacity of national execution stakeholders and analysing and improving the relevant framework and practices for aimed at enhancing the execution of the European Court judgments. The Council of Europe will provide capacity building and institutional strengthening to law enforcement and judiciary (judges, prosecutors, lawyers) to enhance effective implementation of the European Court judgments by Azerbaijan.

<sup>1</sup> Subject to project validation, funding and implementation period

## Your role

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As a Senior 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;
- ▶ 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, as well as in close co-operation with national partners and stakeholders, seeking maximum impact and effectiveness, and having regard to the Council of Europe's standards, core values and priorities; report any problems encountered; suggests priorities and adjustments as necessary;
- ▶ contribute to the development of the project's workplan and other relevant documents;
- ▶ liaise with partners and national stakeholders and assist the beneficiaries for the overall programming, coordination and implementation of activities;
- ▶ mobilise, coordinate and supervise the international and local teams of consultants, delivering of all the Project's inputs in a timely and effective manner in line with the CoE rules and procedures;
- ▶ ensure quality and relevance of the project outputs, suggest adjustments as necessary;
- ▶ 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;
- ▶ undertake measuring of the results achieved by the project (collect and analyse data to examine how well the project is performing against expected targets) and report them;
- ▶ draft elements for all project related reports (e.g. activity, progress and final reports, mission reports, information notes, contributions, etc.) within the set deadlines;
- ▶ contribute to raising the visibility of the project by drafting web news items and press releases, by disseminating information and by providing advice and input on publications;
- ▶ undertake official journeys in connection with project's related activities and objectives;
- ▶ carry out allocated assignments for other activities organised by the relevant Co-operation Programs Division.

## What we are looking for

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■ As a minimum, you must:

- ▶ have completed a full course of general secondary education and appropriate professional qualifications in a relevant field;
- ▶ have a minimum of three years of relevant professional experience in the implementation of technical cooperation projects at national or international level on issues related to human rights and rule of law;
- ▶ have an excellent knowledge of the Azerbaijani (mother tongue level) and a very good knowledge of English;
- ▶ be a citizen of the host country or one of the 46 member States of the Council of Europe;
- ▶ 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:
  - sound understanding of the execution process of the judgments of the European Court of Human Rights;
  - proven experience in project management and implementation of technical co-operation or policy-oriented projects, preferably in the field of the judiciary and/or human rights;

- knowledge of project management tools (Project Management Methodology, logframes, risk register, monitoring, etc.);
- ICT skills: sound computer skills and experience using standard tools in office applications (word processing, presentations, outlook, spreadsheet, databases, internet publications).

- ▶ Management of teams
- ▶ Results orientation
- ▶ Analysis and problem solving
- ▶ Adaptability
- ▶ Teamwork and co-operation
- ▶ Relationship building
- ▶ Drafting skills

Concern for quality

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

 – 1,6Mo

■ These would be an asset:

- ▶ Professional and technical expertise:
  - hold higher education degree or qualification equivalent to a master's degree (2nd cycle of the Bologna process framework of qualifications for the European Higher Education Area) in law, human rights or related field.
- ▶ Organisational and contextual awareness
- ▶ Concern for quality
- ▶ Service orientation

## What we offer

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■ If successful, you may be offered employment based on **temporary contracts** at grade B5. Employment is limited to 31 December 2025 and may be extended. You will receive a basic monthly gross salary of 3195.66 € 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 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 **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](mailto:dpc.application@coe.int)**. Please put the reference number o83/2024 in the subject of the email.

■ 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.