






Join us
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

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 Deadline: **15/01/2025**

Project: "Protection of children from violence and sexual exploitation and abuse, including in the digital environment, in Azerbaijan"¹

- Do you have experience in the implementation of co-operation projects? Would you like to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law? Are you interested in contributing to preventing and combating violence against children in Azerbaijan? 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 aims to strengthen Azerbaijan's response to violence against children, including online child sexual exploitation and abuse. The Project will focus on protection and promotion of children's rights in the digital environment and will also address the protection of children against violence, including child sexual exploitation and abuse and prevention of peer-to-peer violence.

Your role

As a Senior Project Officer you will:

- ▶ ensure the overall implementation of the project in close collaboration with other team members, under the guidance of the Project Manager at headquarters, the management of the Unit and Co-operation Programs Division, and the Head

¹ Subject to project validation, funding and implementation period

and Deputy Head of the Baku Office. Coordinate efforts to align the project with the broader framework of the Council of Europe Office's action in the country.

- ▶ plan, organise, implement, and follow up on project activities in accordance with the workplan. Collaborate closely with the Project Coordinator at headquarters, national partners, and stakeholders to achieve maximum impact and effectiveness, while ensuring adherence to the Council of Europe's standards, values, and priorities. Address challenges, suggest priorities, and propose adjustments as necessary.
- ▶ manage the administrative and financial aspects of the project, ensuring compliance with regulations, procedures, and donor requirements. Monitor the project's budget and expenditures closely to ensure efficient financial implementation.
- ▶ organise, coordinate, and supervise the work of experts and project staff to deliver outputs as outlined in the workplan.
- ▶ draft reports, including activity, progress, final, and mission reports, as well as information notes and contributions, ensuring timely submission.
- ▶ provide thematic input on specific activities and keep headquarters informed about national developments relevant to the project.
- ▶ participate in and contribute to meetings with national authorities, counterparts, beneficiaries, and Council of Europe experts. Ensure the implementation of decisions made during these meetings.
- ▶ enhance the project's visibility by drafting web news items and press releases and disseminating relevant information to stakeholders.
- ▶ undertake official journeys related to project activities and objectives, representing the project as required.
- ▶ contribute to the efficient functioning of the Baku Office, working collaboratively with the Head and Deputy Head of the Office.

What we are looking for

■ 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 contributing to the implementation of assistance and co-operation projects in the area of human rights at national or international level;
- ▶ 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:
 - proven experience in project management and implementation in the framework of international or European technical co-operation programmes, in particular in the fields of child rights and protection of children against violence and sexual exploitation and abuse, including in the digital environment.
 - sound knowledge of child rights situation in the country;
 - knowledge of relevant Council of Europe and European standards;
 - knowledge of specific project management tools (project management methodologies, logframes, risk monitoring, etc.);
 - experience in working with authorities at national, regional and local levels;
 - sound computer skills of standard tools in office applications (word processing, presentation software, outlook, internet/intranet publications).

- ▶ Planning and work organisation
- ▶ Analysis and problem solving
- ▶ Results orientation
- ▶ Teamwork and co-operation
- ▶ Relationship building
- ▶ Drafting skills

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 or related areas (international relations, social/political studies).
- ▶ Adaptability
- ▶ Concern for quality

What we offer

■ 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

■ 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 o84/2024 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.