



Vacancy notice
Temporary employment

Technician European Youth Centre Budapest

Grade C4, part-time 50%

Location

BUDAPEST, HUNGARY

Minimum Educational Requirements

Secondary/Technical Education

Job Mission

Under the authority of the Deputy Executive Director of the European Youth Centre Budapest and under the direct supervision of the Centre's In-House Service Manager, the post-holder will perform services and support duties in the EYCB's annual programme, in compliance with Council of Europe's values and regulations.

Key Activities

The post entails the following tasks and duties:

- Coordinates the day-to-day contacts with the sub-contracted company in charge of the technical support and conference services of the EYCB building;
- Maintains the computer network and provides daily assistance to computer users;
- Provides general technical assistance to the EYCB's users and staff in the running of conferences, seminars, training courses and other meetings;
- Cooperates with and assists the departments in charge of information technology and buildings at the headquarters in Strasbourg;
- Ensures the functioning and maintenance of the mobile conference facilities, including simultaneous interpretation equipment and all audio-visual systems;
- Contributes to technical reports and assists in the preparation of tenders;
- Coordinates the sharing of tasks and duties with the other part-time technical assistant
- Other duties as specified by the Executive Director of the EYCB.

Competencies

Professional and technical competencies:

- Qualifications: education of a standard equivalent to an intermediate level of general secondary education, preferably beyond;
- At least two years practical relevant experience, proven qualifications an advantage;
- Experience in computer maintenance and user support in frequently used WINDOWS and MS Office applications;
- Experience in conference technical assistance;
- Experience in the use of streaming and video-conferencing equipment;
- Planning and work organisation;
- Practical sense and sense of urgency;
- Problem-solving skills.

Interpersonal skills: service and client orientation, team-work and co-operation; politeness.

Communication and linguistic skills: listening and communication skills; very good knowledge of English and Hungarian, both in oral and simple written communication; knowledge of other European languages would be an advantage. Experience in working in multicultural settings would be an advantage.

Personal attitudes: initiative and responsibility, result-orientation and a desire for continuous improvement, concern for quality, efficiency and accuracy, adaptability, self-management and development, organisational alignment.

Personal values: integrity, loyalty and conscience, discretion, independence and confidence, respect for diversity.

Observation

The nature of the EYCB's multilateral activities with civil society organisations and young people may require occasional presence of the post holder outside usual office hours.

Contract:

The selected candidate will be proposed a temporary part-time contract (Grade C4, Hungarian salary scale for co-ordinated organisations) from **1 February until 31 December 2021, with a possibility for extension**. The weekly working hours of Council of Europe full-time staff are 38.5 hours. The contract offered will be a part-time contract at 50%, with specific weekly working days to be set prior to the signing of the contract.

Applications:

Applicants must be nationals of a member state of the Council of Europe or of a signatory party of the European Cultural Convention. The Council of Europe welcomes applications from all suitably qualified candidates, irrespective of gender, disability, marital or parental status, "race", colour, ethnic origin, religion, belief or sexual orientation. Under its equal opportunity policy, the Council of Europe is aiming to achieve parity in the number of women and men employed and each category and grade.

This recruitment procedure is open to applicants already present in Hungary.

Applications should be submitted in form of:

A brief motivation letter (max. 1 page), a detailed and informative CV in English, including the date of birth, nationality, postal address, e-mail address, telephone number, formal and non-formal education, work experience, language and computer skills.

Deadline for applications:

12 January 2021, 17 hrs CET

NB: Only candidates shortlisted for an interview will be contacted.

Interviews with short-listed candidates are scheduled to take place between 19 – 23 January 2021 (possibility of videoconference interviews).

Applications must be sent by email, in English, to:

Ms Eva Szabo

Council of Europe, European Youth Centre Budapest

e-mail: eva.szabo@coe.int

Subject: Technical Assistant