

## **Position of Temporary Junior Project Officer**

### **European Audiovisual Observatory**

**Location: Strasbourg**

The European Audiovisual Observatory, a public service organisation based in Strasbourg, France, is an enlarged Partial Agreement of the Council of Europe.

The Observatory was created in 1992 in order to collect and distribute information about the audiovisual industries in Europe. By making this information available, the Observatory aims at promoting greater transparency and a clearer understanding of the ways in which the audiovisual industries in Europe function, both from an economic and legal point of view.

The Observatory provides information on the various audiovisual markets in Europe and their financing and analyses the legal issues affecting the different sectors of the audiovisual industry. It publishes reports, maintains several databases, and organises events with a well-established reputation. The Observatory offers the combination of a reputed system for continuous data collection assisted by a thoroughly built-up international network, more than 30 years of experience in analysing information, unique in-house expertise in the relevant subject matters and related methodological questions, a multi-national setting and strict commitment to offer solely neutral and objective information.

The work of the Observatory implies to collect, check, process and analyse data from a variety of sources, for the preparation of reports or to feed its databases. Examples of projects can be found on the [Observatory website](#).

### **Job mission:**

Under the direction of and in close cooperation with a senior analyst, your role will be to assist the Observatory's Department for Legal information with its research projects and you will perform the following key duties:

- contribute to projects by identifying relevant information sources for the required background research (notably collect a wide range of relevant data, information or documentation and check their accuracy);
- insert information in the relevant Observatory databases where needed (notably [OPUS](#) and [PSM](#));
- extract information from the Observatory databases (notably [AVMSDatabase](#), [Merlin](#) and [VERBO](#)) for the purpose of legal analysis;
- draft background papers, minutes, reports and presentations;
- assist in the preparation of conferences, workshops and other public events;
- contribute to keeping the content produced by the Department for Legal Information for the Observatory website updated.

## Essential competencies:

- Professional and technical expertise:
  - Some prior relevant experience relating to the abovementioned tasks
  - Proven experience in conducting research and analysis
  - Good editing and drafting skills
  - Very good knowledge of English and good knowledge of French
  - ICT skills: sound computer skills of standard tools in office applications (word processing, spreadsheet, databases, presentation software, Outlook)
- Concern for quality
- Planning and work organisation
- Learning and development
- Result orientation

## Desirable:

- Professional and technical expertise:
  - Prior experience or knowledge in one or more of the following fields: Audiovisual and Media law, European law, European audiovisual and media sector
  - Knowledge of other European languages (particularly German) would be an asset
  - A relevant university degree
- Initiative and responsibility

## Period:

The candidate should be available from **1 November 2025**. If successful, you will be offered a temporary contract for the period of 7 months, with the possibility of renewal — subject to the availability of funding – up to 5 additional months.

## Salary:

You will receive a basic monthly gross salary of € 4 221.94 (grade B3) which is exempt from national income tax. This salary may be supplemented by other allowances depending on your personal situation.

## Deadline:

Applications should be sent to [applications.obs@coe.int](mailto:applications.obs@coe.int) by **16 September 2025**, indicating in the subject “Application for the position of temporary Junior Project Officer”.

## Files should include:

- CV
- Letter of motivation
- Your contact details
- At least one reference contact