



Join us
and help defend
human rights in Europe!



[EN/FR]

Local recruitment competition
open to applicants already present in Albania

Project Officer

 Council of Europe Office in Tirana



Reference: 053/2024

Publication: 07/10/2024



Deadline: 21/10/2024

Project: “Strengthening Elections’ Integrity in Albania”

Are you motivated, organised and with an eye for details? 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 to work on electoral processes in Albania.

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](#).

As part of the Secretariat of the Parliamentary Assembly (Parliamentary and Electoral Cooperation Division), you will carry out multiple assignments to meet the objectives for the implementation of the Project **“Strengthening Elections’ Integrity in Albania”**, in co-operation with the Project partners, other stakeholders, and the donor, and in compliance with the Organisation’s regulations and/or donor requirements. The Project’s intervention areas focus on enhancing the professionalization of elections administration, new IT tools and voters’ education.

Your role

As a Project Officer you will:

- ensure the planning, organisation, coordination and implementation of project activities in accordance with the workplan of activities and in close coordination and under the supervision of the Parliamentary and Electoral Cooperation Division, particularly the Co-ordinator of Election Programmes in headquarters and in collaboration with project partners, stakeholders and consultants – seeking maximum impact and effectiveness having regard to the Council of Europe’s standards, core values and priorities; report any problems, suggesting priorities and adjustments, when necessary;
- ensure the preparation and drafting of documents (e.g. work plans, project reports, terms of reference for different contractual engagements that are aimed at implementing relevant project activities; briefings, speaking notes, relevant

meeting documentation and draft minutes; mission reports related to project activities, official speeches etc.); including editing documents prepared in English and in Albanian;

- ▶ ensure the management and follow up of the budget in line with the logframe and workplans, as well as the implementation of procurement procedures required in the context of preparation of project activities and ensure the verification of purchase files, draft contracts and payment documents, including close budgetary follow-up of relevant expenditures in accordance with the Council of Europe regulations and procedures, as well as donor requirements;
- ▶ assist, liaise with and coordinate the work of local and international short-term consultants, as well as service providers; prepare documentation, monitor the progress and report any problems encountered; suggest priorities and adjustments as necessary;
- ▶ contribute to raising the visibility of the project by drafting web news items and press releases and by disseminating information, and by providing inputs on publications;
- ▶ reports to superiors on the results achieved, on further requirements, risks and opportunities of developments or events and work in close collaboration with the Head of Office, the Deputy Head of Office, and the Project management in headquarters;
- ▶ undertake official journeys in connection with project activities and participate in meetings, seminars, working groups etc. related to the project activities;
- ▶ promote the Council of Europe values internally and externally.

What we are looking for

■ You must:

- ▶ hold a completed full course of general secondary education and appropriate professional qualifications;
- ▶ have a minimum of 2 years relevant professional experience at a national or international level in project management and experience in providing technical assistance on issues related to elections, human rights, rule of law and democracy;
- ▶ have an excellent knowledge of Albanian (mother tongue level) and excellent knowledge of one of the Council of Europe's official languages (English);
- ▶ be a citizen of the host country or one of the 46 member States of the Council of Europe and fulfil the conditions for appointment to the civil service of that state;
- ▶ 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:
 - experience in project management and implementation of technical co-operation or policy-oriented projects, in particular in rule of law, good governance or human rights;
 - knowledge and understanding of the Council of Europe and other international standards relevant to the project;
 - experience in working with governmental institutions and civil society on projects and programmes related to human rights, rule of law or democracy;
 - knowledge of the overall political situation in Europe, in particular in Albania;
 - ICT skills: sound computer skills and experience using standard tools in office applications (word processing, presentations, outlook, spreadsheet, databases, internet publications).
- ▶ Planning and work organisation
- ▶ Teamwork and co-operation
- ▶ Results orientation

- ▶ Concern for quality
- ▶ Drafting skills
- ▶ Communication
- ▶ Resilience
- ▶ Analyse and problem solving

■ These would be an asset:

- ▶ Professional and technical expertise:
 - strong academic background and/or a further degree in a relevant subject, such as a university degree in political sciences, law or international relations;
 - previous professional experience in an international environment;
 - previous experience in the field of electoral and parliamentary co-operation;
 - knowledge of other languages.

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 €2228,06 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 **21 October 2024 (midnight Central European Time)**. You can apply in English or French using the Council of Europe online application system on: www.coe.int/jobs. Please fill out the form providing all requested details and explain how your competencies make you the best candidate for this role. It usually takes a few hours to fill it in, so please take this information into consideration while applying.

■ 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.