

**Vacancy Notice n° 035/2021**  
**Local recruitment procedure<sup>1</sup>**

**Senior Project Officer**  
**(Grade B5)**  
**LOCAL TEMPORARY CONTRACT**

**Council of Europe Office**  
**Location: Moscow**

**Job mission**

Under the authority of the Head of Office and the overall supervision of the Head of the Capacity Building and Co-operation Projects Unit in the Gender Equality Division of the Directorate General of Democracy, the incumbent will carry out multiple assignments to help meet the overall and specific objectives for the implementation of the project “Co-operation for implementing the Russian Federation National Action Strategy for Women (2017-2022): Applying best practices” in co-operation with the donors, partners and other stakeholders, and in compliance with the organisation’s regulations and/or donor requirements.

**Key activities**

The Senior Project Officer performs the following key duties in close co-operation with the Project Manager, and in accordance with the Organisation’s procedures, guidelines and priorities, with a concern for quality, efficiency, accuracy and confidentiality:

- contributes to the planning, implementation and assessment of the whole project;
- manages the project budget;
- takes responsibility of the organisation, co-ordination, implementation and follow-up of project activities, including administrative and contractual aspects, in close co-operation with the Project Manager, providing expert advice on activities and ensuring timely delivery;
- coordinates, organises and supervises the work of experts and project staff in individual activities/outputs of the work plan;
- establishes and maintains close working contacts with relevant project partners and local stakeholders, international organisations and NGOs dealing with preventing and combating violence against women and domestic violence;
- co-ordinates his/her work within the broader framework of the overall Council of Europe Office action in the country;
- provides substance input on specific activities (providing regular advice to Headquarters about national developments in the thematic area);
- participates in and contributes to meetings between the CoE, CoE experts and national authorities/counterparts/beneficiaries concerning the project and ensures that decisions taken at these meetings are carried out;
- provides assessment of results and achievements and advises the Project Manager about risks and problems encountered; suggests new priorities and adjustments as necessary;
- supports headquarters-based staff and short-term consultants when carrying out tasks and missions in the field;

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<sup>1</sup> Local recruitment procedure organised in accordance with Rule No 1234 of 15 December 2005.

- ensures that decisions and correspondence are properly documented and filed;
- ensures the visibility of the Council of Europe with the beneficiaries by providing input for the website, etc.;
- contributes to the efficient functioning of the Office, in collaboration with the Head of Office and the direct project management;
- undertakes official journeys in connection with activities described above.

*Please note that the incumbent may be required to perform other duties not listed here.*

**Additional information:**

Employment is conditioned by the signature of an Agreement and is limited to the duration of the Project which is expected to start on 1 September 2021 and end on 28 February 2023.

Please note that the remuneration for this position is 2929.77 euro (gross monthly salary).

**Information about the project:**

This project aims at building institutional capacities to promote women's political participation and to prevent and combat violence against women and domestic violence in the Russian Federation. The project's outputs are designed to produce durable change in light of international and European human rights standards and best practices. It aims at empowering those who can be actors of change in the Russian Federation, hence contributing to mobilise them in favour of gender equality and women's human rights.

All outputs are tailor made to the Russian context and are especially conceived to contribute to the practical implementation of the National Action Strategy for Women (2017-2022), addressing some of its remaining gaps.

The methodology for delivering results rests on good practices exchanges and peer to peer events. The project partners are: Office of the High Commissioner for Human Rights in the Russian Federation (leading partner), Ministry of Labour and Social Protection, Ministry of Foreign Affairs, Ministry of Internal Affairs of the Russian Federation and the EU Delegation to the Russian Federation as a representative of the project's donor.

## Eligibility criteria

This local recruitment procedure is open to applicants already present in the Russian Federation.

Only applicants who best meet the following criteria will be considered for shortlisting.

**Qualifications:**

- › Completed full course of general secondary education and appropriate professional qualifications;
- › A university degree in a relevant field (e.g. political science, gender studies, international relations, law, etc) would be an advantage.

**Experience:**

- › At least 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.

**Language requirements:**

- › Excellent knowledge of Russian (mother tongue level);
- › Very good knowledge of one of the official languages of the Council of Europe (English);
- › Knowledge of French would be an asset.

**Nationality:**

- › Nationality of one of the 47 Council of Europe member states.

**Age:**

- › Under 65 years of age at the closing date of the vacancy notice.

## Employee Core Values

## Competencies

### Essential:

- › 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 human rights and/or women's rights and gender equality;
  - Sound knowledge of women's 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
- › Concern for quality
- › Teamwork and co-operation
- › Relationship building
- › Initiative

### Desirable:

- › Communication
- › Influencing
- › Creativity and innovation
- › Negotiation

For more information, please refer to the [Competency Framework](#) of the Council of Europe.

## Applications

Applications must be made **in English or French** using the Council of Europe on-line application system. By connecting to our website [www.coe.int/jobs](http://www.coe.int/jobs) you can create and submit your on-line application. Applications must be submitted at the latest **13/09/2021 (midnight French time)**.

Any false statements knowingly made by applicants in their application for employment or at the time of their engagement will result in the termination of their employment by the Council of Europe.

Applications will be examined with regard to the requirements of this vacancy and applicants will be informed in due course of the outcome of your application. This may take some time after the closing date. Preselected candidates may be invited to take written tests before an interview. Written tests may be eliminatory.

In accordance with the Staff Regulations of the Council of Europe, the compulsory retirement age is 65. We cannot therefore accept applications from persons over this age.

The conditions of recruitment and employment which apply are contained in Rule No. 1234 of 15 December 2005 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 apply ([Link to Rule 1234](#)).

The Council of Europe welcomes applications from all suitably qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief or sexual orientation.

During the different stages of the recruitment procedure, specific measures may be taken to ensure equal opportunities for candidates with disabilities.

## The Organisation

The **Council of Europe** is the continent's leading organisation in the protection of human rights, democracy and rule of law. It was founded in 1949 in order to promote greater unity between its members and now includes 47 member states, all having signed up to the European Convention on Human Rights.

By Statute, the Council of Europe has two constituent organs: the Committee of Ministers, composed of the member states' Ministers for Foreign Affairs, and the Parliamentary Assembly, comprising delegations from the national parliaments. The Congress of Local and Regional Authorities of Europe represents the entities of local and regional self-government within the member states. The Commissioner for Human Rights is an independent and impartial institution within the Council of Europe mandated to promote the awareness of and respect for human rights in member states.

The European Court of Human Rights is the judicial body which oversees the implementation of the Convention in the member states. Individuals can bring complaints of human rights violations to the Strasbourg Court once all possibilities of appeal have been exhausted in the member state concerned.