



Join us
and help defend
human rights in Europe!



Local recruitment competition open to applicants already present in Armenia

Driver

Council of Europe Office in Armenia



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Deadline: **02/12/2021**

■ Are you a person of integrity and dedication? 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.

Who we are

■ With over 2000 staff representing all its 47 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](#).

Your role

- As a driver, and under the authority of the Head of Office, you will perform your duties with punctuality, safety and discretion in compliance with the traffic regulations.
- Duties may have to be performed not only during office hours and on working days, but also at night, weekends and on public holidays, and may involve trips lasting several days.
- You will perform the following tasks:
 - provide reliable driving services to the Head of the Office, Council of Europe staff and high-ranking Council of Europe officials and visitors and any driving requirements relating to Action Plan implementation as agreed with Head of the Office;
 - ensure day-to-day vehicle maintenance: cleaning, lubrication; check oil, water, battery, brakes, tyres, etc.;
 - perform minor repairs and arrange for other repairs to be carried out and ensure that the vehicle is kept clean and in good running condition at all times;
 - log official trips, daily mileage, fuel consumption, oil changes, greasing, etc.;
 - collect and deliver mail, documents and equipment as required;

- negotiate, liaise and co-ordinate with local authorities to facilitate smooth running of vehicle movements in designated areas;
- take proper measures to reduce potential security threats to Council of Europe officials or property within the immediate vicinity of the vehicle and along transport routes;
- ensure that licences, insurance and vehicle permits are valid and available in the vehicle;
- take the steps required in accordance with the rules and regulations in case of an accident;
- support the office with various administrative and logistical tasks including but not restricted to filling, maintaining office supplies, assisting with the office inventory, assistance with installation of furniture and equipment, procurement, assisting in fire and safety security, access security, relations with subcontractors, liaison with customs administration;
- ensure punctuality and discretion; ensure neat appearance and absolute sobriety;
- promote Council of Europe values internally and externally.

What we are looking for

■ As a minimum, you must:

- ▶ have a minimum of 3 year/s of relevant professional experience as a driver,
- ▶ have a general education to secondary school standard (vocational diploma in general mechanics) or equivalent work experience,
- ▶ have a valid drivers' licence not subject to restrictions and clean driving record,
- ▶ have an excellent knowledge of Armenian (mother tongue level) and a working knowledge of one of the official languages (English),
- ▶ be a citizen of the host country or one of the 47 member States of the Council of Europe,
- ▶ be under 65 years of age at the closing date of this vacancy notice.

■ Demonstrate to us that you have the following competencies:

- ▶ Professional and technical expertise:
 - good physical aptitude for driving,
 - good knowledge of the specific regulations relating to the job of driver and of vehicle safety and maintenance rule,
 - ability to read and understand specific vehicle operating manuals to ensure safe and appropriate operations of the vehicle,
 - experience in route planning,
 - effective use of standard computer tools (word processing, spreadsheet, Outlook),
 - experience in logistics and/or security would be considered as an advantage.
- ▶ Service orientation
- ▶ Planning and work organisation
- ▶ Concern for quality
- ▶ Adaptability
- ▶ Resilience
- ▶ Communication
- ▶ Teamwork and co-operation

Please refer to the
[Competency Framework](#)
 of the Council of Europe
 ( – 1,6Mo)

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade C3. Employment is limited to 31 December 2022 and may be extended. You will receive a basic monthly gross salary of €986,06 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 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](#).

■ 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 **02 December 2021 (midnight Paris 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 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.