






Join us
and help defend
human rights in Europe!




Local recruitment competition open to applicants already present in the Russian Federation

Office Assistant

Council of Europe Office in Moscow

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 Deadline: **11/02/2022**

 Do you have the potential to carry out a variety of administrative assignments? Would you like to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law? If so, this position 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](#).

■ The Council of Europe Programme Office in the Russian Federation officially started its activities in 2013. The objective of the Office is to implement co-operation programmes between the Russian Federation and the Council of Europe in the fields of human rights, democracy, and rule of law.

Your role

■ As an Office Assistant you will:

- ▶ assist the Head of Office and Deputy Head of Office in the daily running of the Office;
- ▶ ensure the administrative assistance and the organisational support for the activities of the Office, including the organisation of meetings and preparation of meeting files;
- ▶ update and maintain the Office's diary, making appointments as requested;
- ▶ prepare travel arrangements via the internal travel management system;
- ▶ prepare, process, format and update agendas, correspondence, files, presentations and other documents and assist in preparing reports;

- ▶ organise and maintain the Office's central files: official reports, expertise and other documents relating to the country, outgoing and incoming correspondence, lists comprising contact data for national officials, diplomatic missions and international organisations, mass-media, NGOs, and others;
- ▶ ensure the circulation of pertinent information and documents within the Office;
- ▶ publish documents online and updates the Office website;
- ▶ provide linguistic assistance in translating/summarising texts;
- ▶ provide ad hoc interpretation during meetings and interviews;
- ▶ seek and collect information and documentation and data on request; keeps information accurate and up to date;
- ▶ co-ordinate input from Project teams to contributions and correspondence and ensure follow-up;
- ▶ carry out reception duties, receiving visitors, answer and filter telephone calls;
- ▶ assist in the preparation of delegation visits and Council of Europe events (seminars, conferences, roundtables, etc...) including, where required, arranging hotel reservations, transport, interpretation services, documentation, etc;
- ▶ report on activities in progress and when problems occur;
- ▶ maintain internal and external contacts.

What we are looking for

■ As a minimum, you must:

- ▶ have a completed full course of general secondary education followed by an appropriate professional qualification in secretarial/administrative studies or similar;
- ▶ have a minimum of 1 year (preferably 2 years) of relevant professional experience carrying out corresponding duties;
- ▶ have an excellent knowledge of Russian (mother tongue level) and a very good knowledge of one of the two Council of Europe's 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:
 - proven practical knowledge and experience of administrative duties:
 - sound computer skills of standard tools in office applications (word processing, spreadsheet, data bases, presentation software, Outlook);
 - ability to work under pressure, deal with multiple tasks and respect deadlines.
- ▶ Planning and work organisation
- ▶ Service orientation
- ▶ Service orientation
- ▶ Concern for quality
- ▶ Analysis and problem solving
- ▶ Teamwork and co-operation
- ▶ Communication

Please refer to the
Competency Framework
 of the Council of Europe

( – 1,6Mo)

■ These would be an asset:

- ▶ Professional and technical expertise:
 - experience of working in an international environment;
 - knowledge of the activities and procedures of the Council of Europe;
 - knowledge of French (one of the two Council of Europe's official languages) would be an advantage.
- ▶ Drafting skills
- ▶ Adaptability
- ▶ Initiative

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B3. Employment is limited to 31 December 2022 and may be extended. You will receive a basic monthly gross salary of €2000.45 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 **11 February 2022 (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.