



**Vacancy Notice n° 30/2020**  
**Local recruitment procedure<sup>1</sup>**

**Project Assistant**  
**(Grade B1/B2)**  
**LOCAL TEMPORARY CONTRACT**

**Council of Europe Office**

**Location: Yerevan**

**Job mission**

Under the authority of the Head of Office, and the supervision of the Project management in the Bioethics Unit, Human Rights Directorate, Directorate General Human Rights and Rule of Law, the Project Assistant carries out multiple assignments to assist in the implementation of the project “Protection of Human Rights in Biomedicine” in Armenia.

**Key activities**

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

- assists in the day-to-day implementation, preparation, organisation and follow-up of the activities of the project, completing all necessary arrangements in advance and in a timely manner;
- ensures the administrative assistance and the organisational support for the implementation of the project;
- carries out the practical and logistical organisation of meetings, official journeys and other events; follows up on all administrative files and financial arrangements related to these events;
- organises travel, visa and accommodation in accordance with the project needs; deals with the reimbursement of travel and subsistence expenses;
- processes purchase orders for a variety of contractual and administrative arrangements in line with the Council of Europe rules and procedures;
- processes, drafts, proofreads correspondence, documents, e-mails presentations and assists in preparing reports;
- records, maintains and updates a variety of data (documents, statistics, data bases, web sites etc.);
- works in close contact with other internal and/or external counterparts to ensure the co-ordination of project activities;
- reports to the supervisor on activities in progress and if and when problems occur;
- contributes to the efficient functioning of the office, in collaboration with the Head of Office, the Deputy Head of Office and the direct Project management;
- carries out other tasks as may be required connected to the project implementation;
- promotes Council of Europe values internally and externally.

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

---

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

**Additional information:**

Employment is limited to the duration of the project that is expected to end on 31 July 2021.  
Please note that the remuneration for this position is 986.06 Euro (gross monthly salary).

**About the Project in brief:**

The project aims to contribute to elimination of the problem of low awareness of the European human rights' and ethical standards in the field of biomedicine (e.g. informed consent to healthcare intervention, voluntary non-remunerated organ donation, preservation of genetic heritage) and support national efforts to align national legislation and practice in the field which would prepare Armenia joining the Oviedo Convention.

**Eligibility criteria**

This local recruitment procedure is open to applicants already present in Armenia.

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

**Qualifications:**

- › Completed full course of general secondary education, followed by a post-secondary qualification corresponding to a minimum of two years' studies.

**Experience:**

- › At least two years' relevant professional experience relating to administrative or project support duties or similar.

**Language requirements:**

- › Excellent knowledge of Armenian (mother tongue level);
- › Very good knowledge of one of the official languages (English);
- › Knowledge of Russian and/or French would be an advantage.

**Nationality:**

- › Nationality of host country or 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**

Council of Europe staff members adhere to the values [Professionalism, Integrity and Respect](#).

**Competencies****Essential:**

- › Professional and technical expertise:
  - proven practical knowledge and experience of administrative duties;
  - general knowledge and understanding of the activities of the Council of Europe;
  - 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
- › Analysis and problem solving
- › Concern for quality
- › Service orientation
- › Teamwork and co-operation
- › Adaptability
- › Communication

**Desirable:**

- › Professional and technical expertise:
  - experience in project implementation, assistance and co-operation activities in the field of international assistance, human rights, rule of law or good governance;
  - experience of working in an international environment;

- › Initiative
- › Learning and development
- › Results orientation
- › Resilience

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 **27/07/2020** (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.