

# COUNCIL OF EUROPE



# CONSEIL DE L'EUROPE

**Call for candidates N° S5/2017**

**Policy Advisor**

**Directorate General of Democracy (DG II)**

**Directorate of Human Dignity and Equality / Violence against Women Division**

**Closing date: 15 September 2017**

**Location : Strasbourg**

**Minimum duration of the secondment period: 1 year**

**Starting date: 01/11/2017**

## **Conditions**

The seconded official shall remain in employment or be paid by the member State from which he/she is seconded throughout the period of secondment, and shall receive no salary and no social and medical cover from the Council of Europe.

The seconded official will not receive displacement allowance nor reimbursement of travelling expenses by the Organisation as set out in Article 23 of [Committee of Ministers' Resolution Res \(2012\)2](#).

## **Job mission**

Under the authority of the Head of the Violence against Women Division, Directorate of Human Dignity and Equality, DG II Democracy, the seconded official will contribute to the design and implementation of the Council of Europe co-operation activities in the area of combating Violence against Women, in compliance with Council of Europe conventions, notably the Convention on Preventing and Combating Violence against Women and Domestic Violence, as well as other relevant standards, regulations and values.

## **Key activities**

The seconded official performs the following key duties:

- provides secretariat services in the designing, planning, and implementation of the co-operation activities in the field of Violence against Women, in collaboration with other members of staff concerned and in accordance with guidelines, priorities and deadlines;
- contributes to the providing input to relevant Council of Europe documents, including country Action Plans, in the area of Violence against Women;
- organises and participates in meetings, conferences, hearings, colloquiums, seminars or visits on the ground;
- follows up outputs, such as seminars, training sessions, workshops, study visits or similar events to raise awareness, provides advice, fosters the exchange of expertise and good practices;
- advises superiors and reports to the latter on progress and results achieved, further requirements, risks and opportunities;
- carries out background studies and research and prepares working documents, reports, documents, files;
- contributes to the visibility and dissemination of information (drafting web news, studies, publications, presentations);
- establishes and develops effective contacts with officials, national stakeholders, and other sectors of the Council of Europe Secretariat, in particular field offices, as regards the implementation of activities;
- undertakes official journeys in connection with activities described above;
- promotes Council of Europe values internally and externally.

Please note that the seconded official may be required to perform other duties not listed in the call for candidates.

## **Eligibility Criteria**

### **Qualifications:**

University degree (Masters or higher) in a relevant field, preferably completed by a qualification related to the activities of the Violence against Women Division.

**Experience:**

- Minimum of 5 years of professional experience in the Human Rights or Violence against Women field, and advanced knowledge of the current relevant Issues; knowledge of the Council of Europe's organs and institutions, cooperation programmes, conventions, standards and working methods; understands budgetary and financial administration.

**Language requirements:**

Very good knowledge of one of the official languages (English or French) and a good knowledge of the other; self-expression, present and draft clearly, concisely and convincingly in English or in French. Demonstrated ability to deliver quality written work in one of the official languages.

**Nationality:**

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

**Employee Core Values**

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

**Competencies****Essential:**

- › Professional and technical expertise:
  - Violence against Women Issues.
- › Planning and work organisation
- › Drafting skills
- › Results orientation
- › Concern for quality
- › Teamwork and co-operation
- › Relationship building

**Desirable:**

- › Initiative
- › Influencing
- › Communication
- › Service orientation

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