

DIRECTORATE GENERAL OF DEMOCRACY (DGII)  
Division for Democratic Innovation

*Job Description: Seconded Official*

*Duration: early 2021 with possibility of renewal for max 3 years*

Reference Job Title: Policy Advisor

Supervisor: Head of Division for Democratic Innovation

## JOB MISSION

Under the authority of the Head of Division for Democratic Innovation, and the supervision of the Head of the Department, the seconded official will provide conceptual advice on and support to implementation of enhancing participation of civil society in the organisation, based on relevant Committee of Ministers decisions, notably from the 2019 Helsinki Ministerial Meeting and relevant follow-up documents. Furthermore, the seconded official participates in the planning and implementation of the World Democracy Forum.

## ACTIVITIES

The seconded official will in particular:

- provide expertise and secretariat services in the planning, implementation, assessment and follow-up of civil society activities (with respect notably to the implementation of the “Helsinki decisions”), in collaboration with other members of the staff concerned and in accordance with guidelines, priorities and deadlines;
- develop and maintain networks with relevant contacts and organisations to help prepare the programme of work and facilitate collaboration with internal and external stakeholders;
- monitor progress, evaluate results, identify appropriate adjustments, if necessary, and ensure project reporting to meet contractual obligations;
- communicate in matters concerning the Division’s work on civil society activities;
- carry out background studies or research and prepare working documents, drafting notes, letters, reports and other documents relating to the Division’s activities on civil society;
- prepare and participate in the meetings of the Expert Council on NGO Law;
- organise and participate in meetings, conferences, hearings, colloquiums, seminars or visits

## KEY COMPETENCIES

- Vision on the role of civil society in the multilateral context; awareness of the international political, economic, social, and cultural context in the countries concerned; organisational awareness.
- Professional and technical competencies:
  - Professional expertise: relevant university degree; proven track record of enhancing national or international democracy or civil society participation, and at least 8 years of relevant experience in this field; good knowledge of Council of Europe mechanisms; experience in policy analysis;
  - ICT skills: can use current ICT tools;

- Information-seeking, analytical thinking and problem-solving skills.
- Communication and linguistic skills: Excellent command of both written and spoken English; knowledge of French, working knowledge of additional European languages will be an advantage; ability to communicate orally and in writing, ability to express oneself, give presentations and draft clearly, concisely and convincingly.
- Interpersonal skills: service and client focus, team-work and co-operation, relationship-building.
- Personal attitudes: initiative and responsibility, result orientation and sense of continuous improvement, concern for quality, efficiency and accuracy, adaptability, self-management and development.
- Personal values: integrity, loyalty and conscience, discretion, independence and confidence, respect for diversity.