

Call for candidates N° S16/2015

Programme officer – “Youth for Democracy”

Directorate General of Democracy (DG II)

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

Directorate of Democratic Citizenship and Participation - Youth
Department - Education and Training Division

Closing date: 30 November 2015

Location : Strasbourg

Minimum duration of the secondment period: 1 year

Starting date: As soon as possible

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 shall be entitled, throughout the period of secondment, to a displacement allowance and travel expenses (cf. in particular Article 23 of Committee of Ministers' Resolution Res (2012)2 for further information).

Job mission

Under the supervision of the Head of Division of Education and Training, the seconded official will contribute to the planning, management and implementation of the Council of Europe's activities in the “Youth for Democracy” programme, particularly those related to young people's role in the development of inclusive and peaceful societies.

Key activities

The seconded official will in particular be:

- Following up activities and communication with national campaign committees and partner organisations within the No Hate Speech Movement campaign (regular communication and support, organisation of coordination meetings, facilitating cooperation and regional networking);
- Managing and updating the institutional site of the campaign, especially in connecting and updating with other Council of Europe actions and projects relevant for the campaign and the Action Plan against violent extremism and radicalisation leading to terrorism;
- Coordination of the preparation of activities developed in cooperation with national governmental partners including, among others, Albania and Turkey;
- Supporting the preparation and implementation of Euro-Arab cooperation activities in the field of intercultural dialogue and youth participation
- Leading internal coordination of the Roma Youth Action Plan with other services at the Council of Europe headquarters, in particular the Support Team of Special Representative of the Secretary General on Roma issues and the secretariat of the Ad-Hoc Committee on Roma;

- Preparing all necessary information to persons and groups from countries directly concerned by cooperation projects in the areas above-mentioned;
- Securing the reporting on the activities to the statutory bodies and organising evaluation and monitoring of activities and projects;
- Supporting the implementation of the overall Education and Training programme of the Youth Department as part of the team of the division.

Employee Core Values

Council of Europe staff members adhere to the values Professionalism, Integrity and Respect.

Competencies

- Vision on international affairs: awareness of the international political, economic, social and cultural context; organisational awareness.
- Managerial skills: management of projects.
- Professional and technical competencies:
 - professional expertise: has good knowledge of the Council of Europe's organs and institutions, youth policies and human rights education;
 - proven experience in the field of youth work and intercultural dialogue at national, regional or international levels
 - good understanding of intercultural dialogue and non-discrimination principles;
 - planning and work organisation, information seeking, analytical thinking, problem-solving and judgment skills;
 - conceptual thinking, especially in matters related to youth policy, youth work, youth participation and intercultural dialogue;
 - IT skills in the following tools: Word, Excel, Powerpoint, Internet and social media.
- Interpersonal skills: team working; relationship building and networking; advising; negotiating and diplomacy.
- Communication and linguistic skills: good communication, listening, presentation and writing skills; very good knowledge of English, knowledge of French and/or Turkish, Arabic, Romany and/or other languages desirable; can express oneself, present and draft clearly and concisely and convincingly in English.
- Personal attitudes: Initiative and responsibility, result orientation and sense of continuous improvement, concern for quality and efficiency, adaptability, self management and development, organisational alignment.
- Personal values: integrity, loyalty and conscience, discretion, independence and confidence, respect for diversity.

Additional information

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