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human rights in Europe!

Local recruitment competition  
open to applicants already present in Serbia

## Regional Communication Officer

### 📍 Council of Europe Office in Belgrade

📄 Reference: o37/2024  
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 📅 Deadline: **02/07/2024**

■ Are you a professional employed in the field of communication? Would you like to contribute to the activities of an International Organisation working for human rights, democracy and the rule of law through promoting the communication and strengthening the visibility of the Council of Europe in the South-East of Europe and Türkiye? Would you like to work in a dynamic environment of co-operation projects, supporting national reforms? If so, our job offer may be the right opportunity for you.

### Who we are

■ With over 2000 staff representing all its 46 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 external presence in more than twenty countries. See here for more information about the [Council of Europe external presence](#).

■ The European Union/Council of Europe Joint Programme “Horizontal Facility for the Western Balkans and Türkiye” ([Horizontal Facility](#)) is a co-operation initiative, running from 2023 until 2026. It aims to support its Beneficiaries to meet their reform agendas in the fields of human rights, rule of law and democracy and to comply with European standards.

### Your role

■ As a Communication Officer your role will be to:

- ▶ Contribute to the Implementation of the Communication and Visibility plan of the Horizontal Facility;
- ▶ Assists the Horizontal Facility actions' staff to develop and implement their respective communication plans, including by providing communication guidelines, as well as the communication plans of the Council of Europe Offices;
- ▶ identifies project success stories highlighting the impact of the actions and plans and co-ordinates their distribution through media contacts, public relations events, written interviews/stories/short, filmed interviews/photos/infographics, including through the respective Offices' websites, social media and newsletters;

- ▶ prepare and update Horizontal Facility presentation materials and newsletters;
- ▶ advises on drafting media advisories, press releases and web news;
- ▶ manages relevant social media accounts such as Twitter and Facebook;
- ▶ facilitates the Horizontal Facility actions' staff in identifying and preparing relevant public relations events;
- ▶ arranges press conferences and interviews with journalists, prepares and distributes media releases, and liaises with media as necessary;
- ▶ collates and analyses media coverage; contributes to the monitoring and reporting on communication activities;
- ▶ keeps abreast of developments in the communication sector;
- ▶ maintains close contacts and co-ordinates with relevant communication staff at the European Union Delegations/Office;
- ▶ develops contacts with beneficiary representatives to create channels for multiplication of messages;
- ▶ maintains close contacts and co-ordinates also with the central communication team in the Directorate of Programme Co-ordination and relevant contacts in the Directorate of Communication, as well as Communication officers in Council of Europe field Offices where relevant;
- ▶ 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.

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

## What we are looking for

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### ■ As a minimum, you must:

- ▶ hold a completed full course of general secondary education and appropriate professional qualifications in journalism, communications, public relations or a related field;
- ▶ have a minimum of 3 years of professional experience relating to media and communication preferably in the framework of co-operation programmes, and/or international organisations;
- ▶ have an excellent knowledge of Serbian (mother tongue level) and a very good knowledge of one of the two Council of Europe's official languages (English);
- ▶ have an ability to draft clearly and concisely in Serbian and English;
- ▶ be a citizen of the host country or one of the 46 member States of the Council of Europe and fulfil the conditions for appointment to the civil service of that state;
- ▶ have discharged any obligation concerning national service (military, civil or comparable);
- ▶ not be the parent, child, stepchild or grandchild of a serving staff member of the Council of Europe;
- ▶ be under 65 years of age at the closing date of the vacancy notice.

### ■ Demonstrate to us that you have the following competencies:

- ▶ Professional and technical expertise:
  - professional experience in writing, editing and web publishing; experience in producing video and audio material would be a plus;
  - knowledge of visibility guidelines, communication principles, concepts, techniques and methods;
  - broad knowledge of the activities of the Council of Europe and in particular knowledge of international co-operation programmes;
  - good research and analytical skills;
  - sound computer skills of standard tools in office applications (word and excel processing; presentation software; outlook; internet/intranet) and knowledge of IT tools related to web and social media publishing.

- ▶ Communication
- ▶ Planning and work organisation
- ▶ Teamwork and co-operation
- ▶ Relationship building
- ▶ Drafting skills
- ▶ Concern for quality
- ▶ Adaptability

Please refer to the  
**Competency Framework**  
of the Council of Europe

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■ These would be an asset:

- ▶ Professional and technical expertise:
  - experience of working in an international environment;
- ▶ Initiative
- ▶ Influencing
- ▶ Resilience
- ▶ Learning and development

## What we offer

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If successful, you may be offered employment based on **temporary contracts** at grade B5. Employment is offered for a one-year period and may be renewed. You will receive a basic monthly gross salary of € 4 086,33 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

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■ Deadline for applications is **02 July 2024 (midnight Belgrade time)**. You can apply in English or French using the Council of Europe online application system on: [www.coe.int/jobs](http://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.