**Director of the Office of the Commissioner for Human Rights**

**Office of the Commissioner for Human Rights**

Location: Strasbourg

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Who we are

With over 2000 staff representing all its 47 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 Commissioner for Human Rights is an independent and impartial non-judicial institution established in 1999 by the Council of Europe to promote awareness of and respect for human rights in the 47 Council of Europe member states. The Commissioner is elected for a six-year term by the Parliamentary Assembly of the Council of Europe. The main objectives, laid out in Resolution (99) 50 on the Council of Europe Commissioner for Human Rights are to foster the effective observance and enjoyment of human rights as embodied in relevant instruments of the Council of Europe and to promote education in and awareness of those rights. The Commissioner assists member States in the implementation of Council of Europe human rights standards, identifies possible shortcomings in their law and practice, facilitates the activities of national human rights structures, provides advice and information regarding human rights protection and supports human rights defenders.

The Council of Europe has its headquarters in Strasbourg (France) and has offices in more than twenty countries.

Your role

As Director of the Office of the Commissioner for Human Rights, and under his/her authority, you will:

* assist the Commissioner in the adoption and regular update of a programme of work (country visits, thematic activities, co-operation with national human rights structures, promotion of human rights defenders, contribution to the efficiency of the system of the European Convention on Human Rights);
* act as the chief adviser of the Commissioner, notably on political and legal issues relevant to the implementation of the mandate;
* ensure the smooth and efficient functioning of the Office, both internally and in its relationships with other institutions within the Council of Europe (Private Office of the Secretary General, Committee of Ministers, Parliamentary Assembly, European Court of Human Rights, and operational sectors);
* manage the Office’s activities and resources in a dynamic environment: ensure effective and efficient processes,procedures and a results-oriented organisation; foster knowledge management; manage the financial and human resources allocated to the Office both within and outside the Ordinary Budget;
* provide leadership and direction to staff: set clear objectives to staff and ensure their achievement; allocate roles and responsibilities and evaluate performance; facilitate internal communication, foster co-operation and maintain a harmonious working environment with a view to increasing efficiency;
* ensure that all those concerned by the activities of the Office, in particular Council of Europe bodies and sectors operating in related fields, are informed regularly and comprehensively;
* supervise the preparation of documents submitted to the Committee of Ministers or to the Parliamentary Assembly and ensure their overall coherence and identity;
* establish and maintain contacts with governments, international organisations, partners in civil society and other relevant bodies and institutions, in particular national human rights structures and human rights defenders;
* ensure the visibility of the Office, in close co-operation with the Commissioner;
* promote Council of Europe values internally and externally.

What we are looking for

As a minimum, you must:

* hold a Master’s degree preferably in law, political sciences or international relations (2nd cycle of the Bologna process framework of qualifications for the European Higher Education);
* have extensive experience in managing human and financial resources at a senior level, including management of teams qualified in independent human rights protection work, preferably in an international and multicultural environment;
* have extensive knowledge of and experience in dealing with human rights issues in national and international contexts, including in human rights monitoring work;
* have a very good knowledge of one of the two official languages of the Council of Europe (English or French) and good knowledge of the other;
* be a citizen of one of the 47 member States of the Council of Europe;
* be under 65 years of age at the closing date of this vacancy notice.

Demonstrate to us that you have the following competencies:

* Professional and technical expertise:

- extensive knowledge of International and European human rights standards and monitoring systems;

- sound experience in human rights protection work, in particular very good knowledge of a range of human rights issues and good knowledge of new and emerging human rights topics;

- relevant professional experience in analysing institutionally or politically complex situations and providing sound advice to decision-makers;

- knowledge and experience in monitoring and rapid-reaction mechanisms in human rights protection work;

- knowledge of the political and legal situation in Council of Europe member States;

- good knowledge of both national human rights protection structures and International and European human rights protection systems.

* Management of teams
* Vision and Strategic Insight
* Organisational and contextual awareness
* Leadership
* Decision making
* Influencing
* Relationship building
* Communication

These would be an asset:

* Adaptability
* Initiative
* Resilience

What we offer

If successful, you may be offered employment at grade A6. You will receive a basic monthly gross salary of €12 366 which is exempt from national income tax. This salary may be supplemented by other allowances depending on your personal situation and you will be affiliated to a Council of Europe pension scheme. You will also benefit from private medical insurance.

In accordance with Article 25 of the Regulations on appointments, external candidates will be appointed on an initial two-year contract, constituting a probationary period. If successful, the appointment will be extended for one or more periods varying in length between one and five years. Internal candidates will be initially appointed for a trial period of two years. If the staff member is confirmed in his/her post at the end of the trial period, he/she shall be re-appointed for three years. At the end of the period of five years, he/she shall be either kept in post, or assigned to another post at the same grade.

Details on conditions of employment including salaries, allowances, pension scheme and social insurance can be consulted on our recruitment website. Any changes to these conditions during the recruitment process are updated on this site and will apply at the time of the job offer.

Applications and selection procedure

Deadline for applications is 25 March 2021 (midnight French time). Applications must be made in English or French using the Council of Europe online application system. By connecting to our website www.coe.int/jobs you can create and submit your online application. Please fill out the online application 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 in an application form, so please take this information into consideration while applying.

Only those candidates who are considered to best match the requirements of the job vacancy will be selected for the next stage of the recruitment procedure. After the preliminary selection has been made, candidates for senior management posts at the Council of Europe will be subject to a competency assessment. The successful candidates shall be invited to attend interviews.

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.