**Κενή θέση στο Συμβούλιο της Ευρώπης**

**Communications/Media Officer**

**Reference: e11/2022**

Publication: **15 February 2022**

Deadline: **08 March 2022**

**Location: Strasbourg**

**Who we are**

The Council of Europe has its headquarters in Strasbourg (France) and has offices in more than twenty countries. See here for more information about the Council of Europe external presence. This vacancy is open to various entities and institutions of the Organisation, in particular:

- The Commissioner for Human Rights: an independent and impartial non-judicial institution established in 1999 by the Council of Europe, the Commissioner has a broad mandate which is set out in Resolution Res(99)50. It includes, inter alia, fostering the observance of human rights and assisting member states in the implementation of the relevant Council of Europe standards, including by identifying shortcomings in law and practice; promoting education in and awareness of human rights in the member states; facilitating the activities of national ombudsperson institutions and other human rights structures.

- The Directorate of Communications strives to provide clear and accurate information about the work of the Council of Europe and promotes its values, positions and decisions. The Directorate of Communications is the central department in charge of media relations and news monitoring, social media, internal communications, publications, corporate identity, public relations and the visitors’ service.

**Your role**

As a Communications/Media Officer, you may be required to carry out all or a combination of the following tasks:

- planning, implementing and evaluating communication policies, programmes and events, in accordance with the Organisation’s communication strategy;

- developing and organising external communication and media relations with the overall objective of raising the visibility of the Council of Europe and its institutions;

- maintaining contacts with relevant media and press professionals across Europe: journalists, bloggers, social media influencers, etc.;

- drafting web news, press releases, statements, articles, social media contents and other communications materials, including of political or sensitive nature;

- organising media coverage events such as interviews, press conferences and briefings, photo opportunities, TV/radio events;

- identifying subjects of general and political interest and research material for communications events, such as interviews, statements, opinion articles, etc.;

- developing and communicating key messages for target audiences and identifying opportunities to deepen engagement in particular on social media platforms; developing and implementing social media policies and provide advice on social media use;

- gathering, assessing and presenting press reviews and statistics on social media activity;

- providing expertise on targeted communications and public awareness-raising campaigns, from planning to implementation;

- monitoring and analysing events and press: identifying trends and advise on appropriate actions to raise visibility;

- contributing to the implementation of internal communication policies;

- representing the Organisation during conferences, seminars or meetings.

**What we are looking for**

As a minimum, you must:

- hold a higher education degree (equivalent to the 1st cycle of the Bologna process framework of qualifications for the European Higher Education Area) in the media or communications domain;

- have at least 4 years of professional experience in a communication related role in the field of human rights protection and promotion;

- 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:

* proven experience in communication, including print and digital, in an international, multicultural environment;
* effective use of design, layout and graphics software applications, as well as of social media analytics and databases;
* professional and technical expertise in media relations and social media.

- Organisational and contextual awareness

- Drafting skills

- Concern for quality

- Teamwork and co-operation

- Planning and work organisation

- Initiative

- Adaptability

These would be an asset:

- Professional and technical expertise:

* experience in advising high-ranking officials in the field of communications;
* knowledge of other European languages.

- Influencing

- Vision and Strategic Insight

- Creativity and innovation

- Results orientation

**What we offer**

If successful, you may be offered employment based on renewable fixed-term contracts at grade A1/A2. In Strasbourg, you will receive a basic monthly gross salary of €4 990 (Grade A1) or €6 376 (Grade A2) which is exempt from national income tax. In our external offices different salary scales are used according to the cost of living conditions. 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, 32 working days leave per year and other benefits (including flexible working hours, training and development, possibility of teleworking, etc.).

This competition is carried out in accordance with Article 15.b of the Regulations on Appointments (Appendix II to the Staff Regulations), which foresees renewable employment on fixed-term contracts. Details on conditions of employment (probationary period, salaries, allowances, pension scheme, social insurance, etc.) 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.

If your profile matches our needs and you are not recruited straight away, you may be placed on a reserve list, valid for a maximum of four years.

**Applications and selection procedure**

Deadline for applications is 08 March 2022 (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 applicants who best meet the abovementioned criteria will be considered for the next stage, which will consist of assessments and an interview. Further information on the assessment process will be provided to the selected candidates in due course. The tentative dates for each stage of the recruitment process will be found on our website.

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.