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[EN/FR]

Local recruitment competition open to applicants already present in Ukraine

Senior Project Officer

Register of Damage Caused by the Aggression of the Russian Federation Against Ukraine



Kyiv Office of the Register



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Deadline: 12/08/2024

■ Are you an experienced and motivated professional in law or human rights protection? Would you like to contribute to the activities of an International Organisation working for justice and accountability for Ukraine? If so, our job offer may be the right opportunity for you.

Who we are

■ With over 2500 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 [Register of Damage for Ukraine](#) was established in May 2023 through an Enlarged Partial Agreement of the Council of Europe. The Register has its seat in **The Hague, Netherlands**. The Register will serve as a record, in documentary form, of claims and evidence on damage, loss or injury caused by the Russian Federation's internationally wrongful acts in or against Ukraine. The Register will receive claims from individuals, businesses and state and municipal entities in Ukraine about damage, loss or injury that they have suffered because of the Russian aggression in Ukraine, with the purposes of creating a factual and evidentiary basis upon which Ukraine and Ukrainians will seek reparations for Russia's violations of international law.

■ In March 2024 the **Register of Damage for Ukraine** has opened its **office in Kyiv** for the purpose of liaising with the Government of Ukraine and facilitating outreach and contact with potential claimants and the public at large in Ukraine, notably about the existence and purpose of the Register and the procedure for filing a claim for damage. The office will help the Register raise awareness amongst various stakeholders within Ukraine, including regional and local authorities, businesses, civil society organisations, and the general public. It will also further enhance the collaboration between the Register and the Ukrainian Government on legal and technical matters concerning the submission of claims to the Register.

Your role

■ As a Senior Project Office, working and advising on programmatic and legal matters, you will:

- ▶ plan, organise, co-ordinate, implement and follow up on the outreach activities in accordance with an outreach workplan and calendar of activities, in close coordination with the Kyiv Office team, under supervision of the Head of the Kyiv Office of the Register and in cooperation with local partners and stakeholders;
- ▶ prepare reports, analyses, including on legal aspects, and other documents on the Register-related matters, such as briefings, speeches, information notes and correspondence;
- ▶ monitor legal and policy developments in the field of human rights protection, redress mechanisms and relief measures for the war-affected people in Ukraine and provide updates and background analysis as relevant;
- ▶ liaise with the representatives of national authorities and ensure effective collaboration on legal and technical matters concerning the submission of claims to the Register;
- ▶ contribute to capacity building of municipalities, legal aid providers, civil society organisations, businesses, and other stakeholders on the mandate of the Register, the rules and regulations of the Register, the claims` submission and evidence collection;
- ▶ provide legal and administrative support during developing and implementation of awareness raising activities on the role and the mandate of the Register, and the claims` submission; ensure legal assistance and facilitate contact with potential claimants in Ukraine;
- ▶ contribute to developing of leaflets, brochures, guides, other information materials and thematic publications covering the Register-related matters;
- ▶ establish, develop and maintain contacts and working relationships with the representatives of national, regional and local authorities, civil society and the international community including partners and donors with a view to implementing the Register`s outreach and awareness raising strategy;
- ▶ contribute to creation and coordination of the networks/platforms aimed at advising and supporting potential claimants in submitting claims to the Register;
- ▶ work with consultants when carrying out tasks and missions, providing content-related and administrative support;
- ▶ select local service providers and negotiate contracts under supervision of the Head of the Kyiv Office of the Register;
- ▶ contribute to the visibility of the Kyiv Office of the Register by drafting/editing web news items and press releases and by disseminating information;
- ▶ undertake official journeys in connection with your duties;
- ▶ perform other job-related tasks as required.

What we are looking for

■ As a minimum, you must:

- ▶ hold a higher education degree or qualification in law or a related field;
- ▶ have at least four years of relevant professional experience acquired in the field of law or the human rights protection, including at least two years of experience related to remedies and reparations in the context of armed conflict; or at least four years of experience in public sector institutions working in the relevant fields;
- ▶ have an excellent knowledge of Ukrainian (mother tongue level) and a very good knowledge of English;
- ▶ be a citizen of one of the member states of the Council of Europe, and fulfil the conditions for appointment to the civil service of that state;
- ▶ have discharged 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 the age of 65 years at the date of closure of this vacancy notice.

■ Demonstrate to us that you have the following competencies:

- ▶ Professional and technical expertise:
 - very good knowledge of the mandate of the Register, the rules and regulations of the Register, and the national legal and policy framework on the human rights protection and remedies for the war-affected people in Ukraine;
 - good computer skills of standard tools in office applications (word processing, presentation, outlook, excel).
- ▶ Planning and work organisation
- ▶ Concern for quality
- ▶ Teamwork and co-operation
- ▶ Analysis and problem solving
- ▶ Drafting skills
- ▶ Relationship building
- ▶ Learning and development

Please refer to the
[Competency Framework](#)
of the Council of Europe
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■ These would be an asset:

- ▶ Professional and technical expertise:
 - specific knowledge of international standards and practices related to remedies and reparations in armed conflict-related context as well as mass claims processes based on international or national law;
 - experience in creation and coordination of professional networks/platforms.
- ▶ Adaptability
- ▶ Creativity and innovation
- ▶ Negotiation

What we offer

■ If successful, you may be offered employment based on **temporary contracts** at grade B5. Employment is limited to 31 December 2025 and may be extended. You will receive a basic monthly gross salary of €2 818.03 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

■ Deadline for applications is **12 August 2024 (midnight CET time)**. You can apply in English using the Council of Europe online application system on: 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. Selected candidates may be subject to reference and background checks as part of the recruitment process.

■ 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.