



Secondment as

Programme Manager Gender Equality Council of Europe, Strasbourg

within the framework of the co-operation between the Swiss Federal Department of Foreign Affairs and the Council of Europe.

With over 2000 staff representing all its 46 member States, the Council of Europe is a multicultural organization working to protect protecting human rights, democracy and the rule of law and its three core values - professionalism, integrity and respect - guide its work. The Congress of Local and Regional Authorities is an institution of the Council of Europe, responsible for strengthening local and regional democracy in its 46 member states. It provides a political platform to reflect on the role of local and regional authorities and to take action with regard to the major challenges of modern society, through the work of its members and its committees. The Council of Europe has its headquarters in Strasbourg (France) and has offices in more than twenty countries.

Vacancy notice: <https://www.coe-recruitment.com/JobDetails.aspx?vacancyID=2265&Lang=En>

Requirements for Swiss candidates include:

- Have a minimum of three years of relevant professional experience in the field of anti-discrimination, gender equality, gender mainstreaming or women's rights;
- Physical and mental fitness to work also in an environment with limited infrastructure (assignments are subject to successfully meeting the medical standards);
- Passive fluency in two Swiss national languages;
- Swiss-citizenship (applications from persons with dual citizenship with the country of assignment cannot be considered).

Assignment:

The assignments take place within the framework of the Swiss Expert Pool for Civilian Peacebuilding Section. Seconded experts to the CoE receive a contract from the Federal Department of Foreign Affairs for the duration of their deployment (<https://www.admin.ch/opc/de/classified-compilation/20042290/index.html>).

How to apply:

We would like to inform you that there is a bi-axial application process.

1. First, you apply to the Council of Europe.
2. Then you apply via the FDFA website and upload your application to the Council of Europe.

Applying to the Council of Europe

By connecting to the website www.coe.int/jobs you can create and submit your online application. Please take a moment to fill out the online application form with all the requested information. We'd also like to know how your skills and experience make you the best candidate for this job. It usually takes a couple of hours to complete an application form, so please take this into account when applying.

You will notice that the online form asks you to select from a drop-down list the Permanent Representation of your country to the Council of Europe and a contact person in your administration. Please fill in the form: Janine Misteli, Swiss Expert Pool for Civilian Peacebuilding, janine.misteli@eda.admin.ch, + 41 58 46 26339.

Applying via the FDFA website

Please search for the vacancy on the FDFA website and apply for the same post by uploading your application to the Council of Europe.

Interview process:

There is also a two-stage selection procedure

1. The expert pool will first review the applications and the job descriptions to ensure that the proposed candidates meet the stated criteria and will validate the documents within 10 days of the closing date for applications to the Council of Europe
2. From the validated candidates from all member countries, the Council of Europe will then shortlist the most suitable candidates and interview them before making a final selection.

Duty station:	Strasbourg, France
Start of assignment:	Start date by arrangement
Duration of contract:	For a minimum of one year. The secondment may be prolonged or renewed, but the total duration may not exceed three years
Deadline for applications:	At the latest on Sunday 21 July 2024 ;
The interviews will take place online on	29 / 30 July 2024
Family:	accompaniment by family is possible

For further information, please contact:

- Ms Kim-Mai Vu, Human Rights Diplomacy (kim-maistephanie.vu@eda.admin.ch, +41 58 484 54 75) for questions related to the job position / organisation or
- Ms Janine Misteli, Expertpool for Civilian peacebuilding (janine.misteli@eda.admin.ch, + 41 58 46 26339) for questions on requirements and on the selection process.¹

¹ Swiss Expert Pool for Civilian Peacebuilding

The deployment of civilian experts within the scope of Switzerland's policy on peace, human rights, and humanitarian issues is a long-standing tradition. Depending on specific needs, civilian experts are made available for temporary civilian peace projects as election monitors, police advisers or specialists in fields such as constitutional law and practice, mediation, the rule of law, human rights and humanitarian law (www.eda.admin.ch/expertenpool).