



COMMISSIONE EUROPEA
Servizi Europei per l'Impiego

REGIONE PUGLIA
consigliere Eures Carlo Sinisi

Vacancy Notice N° e57/2008
Competition open to Italian-speaking Secretarial Assistants (Grade B1/B2)

European Court of Human Rights

Notice is hereby given of the above vacancy which will be filled by competitive examination open to nationals of Council of Europe member States.

Closing Date: 22 August 2008

Location

Strasbourg

Minimum Educational Requirements

Secondary/Technical Education

Required Nationality

Any member state

Job Mission

Under the authority of the Registrar of the Court and a Head of a Legal Division, the post-holder will provide a variety of secretarial support in compliance with general guidelines and priorities and with a concern for quality, efficiency and accuracy.

Key Activities

The post-holder performs the following activities:

- processes judgments, minutes, decisions and other documents of the Court in the official language (English or French) in which the post-holder is more competent;
- drafts and formats standard correspondence in one of the official languages and in Italian, prepares correspondence according to the appropriate instructions;
- uses applications database;
- answers telephone requests for information;
- handles and files mail and documents;
- keeps up files, lists, databases and statistics related to the cases;
- receives and guides visitors and applicants.

Competencies

· **Professional and technical competencies:**

- o full-time secretarial college course diploma (or equivalent);
- o professional expertise: two years' experience of secretarial duties;
- o ICT skills: can use proficiently current office applications and databases;
- o planning and work organisation;
- o information seeking.

· **Interpersonal skills:** service orientation, team-work and co-operation.

· **Communication and linguistic skills:** listening and communication skills; very good knowledge of one of the official languages of the Council of Europe (English or French) and of Italian, in oral and written communication; knowledge of the other official language of the Council of Europe.

· **Personal attitudes:** initiative and responsibility, result orientation and sense of continuous improvement, concern for quality, efficiency and accuracy, adaptability, self-management and development, organisational alignment.

· **Personal values:** integrity, loyalty and conscience, discretion, independence and confidence, respect for diversity.

WEB: <http://www.sistema.puglia.it/portal/page/portal/SistemaPuglia/EURES>

MAIL: eures@regione.puglia.it



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Language Requirements

Very good knowledge of one of the official languages of the Council of Europe (English or French) and of Italian, in oral and written communication; knowledge of the other official language of the Council of Europe.

Additional Information

Applications

The Applications must be made **in English or French** using the Council of Europe on-line application system. By connecting to our website www.coe-recruitment.com you can consult the detailed vacancy notice and create and submit your on-line application. Applications must be submitted using this on-line application form by **22 August 2008** at the latest.

Additional Information

The recruitment procedure consists of [three stages](#): shortlisting, written examination and interview with the Appointments Board.

Depending on the number of applicants, the Appointments Board reserves the right to raise the length of the required professional experience.

Following this competition, a reserve list of successful candidates may be established.

This list will be valid for two years with the possibility of extending it to a maximum of four years. During the period of validity of the reserve list, candidates on the list may be offered employment of indefinite or fixed term duration.

For the moment, this position is limited until 31 December 2009. Provided the position is maintained and the staff members' work is considered satisfactory, he/she will be offered a contract of indefinite or fixed term duration. The total length of employment under fixed-term contracts will not exceed five years. Appointments will be made at grade B1 or B2, **depending on the professional experience of the candidate**. The first two years of employment will constitute a probationary period. The compulsory retirement age is 65. Details on conditions of employment including salaries, allowances, pension scheme and social insurance can be consulted on our [recruitment website](#).

Under its equal opportunities policy, the Council of Europe is aiming to achieve parity in the number of women and men employed in each category and grade. In the event of equal merit, preference will therefore be given to the applicant belonging to the under-represented sex (male candidates in the present case).

The Council of Europe welcomes applications from all suitably qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief or sexual orientation.

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