



Ministero per i Beni e le Attività Culturali

DIREZIONE GENERALE PER L'ORGANIZZAZIONE, L'INNOVAZIONE, LA FORMAZIONE,
LA QUALIFICAZIONE PROFESSIONALE E LE RELAZIONI SINDACALI
SERVIZIO I

CIRCOLARE N. 274

Prot. n. 31644
cl. 16.02.00/7

Roma, 12.11.2008

Ai Direttori Generali
Ai Direttori Regionali
Ai Direttori degli Uffici centrali e
periferici
LORO SEDI

e p.c.

Al Capo di Gabinetto
SEDE

Al Segretario Generale
SEDE

Oggetto: Consiglio d'Europa - Richieste per il distacco di funzionari nazionali.

Si trasmette in allegato, ai fini della massima diffusione, la nota prot. n. 373902 del 24 ottobre 2008, diramata dal Ministero degli Affari Esteri con la quale viene inviata la richiesta della Direzione Generale della Cultura e del Patrimonio Culturale e Naturale (DG IV) del Consiglio d'Europa per il distacco di un funzionario nazionale presso la Divisione delle politiche culturali, il dialogo e la diversità, in qualità di responsabile del progetto "Dialogo interculturale nel campo delle arti e del patrimonio".

Il distacco, ai sensi dell'articolo 32 D. Lgs. 165/2001, avrà la durata minima di un anno a decorrere dal gennaio 2009. Scadenza per la presentazione delle candidature: 15 marzo 2008.

Le domande dovranno quindi essere presentate a questa Direzione Generale - Servizio II, **entro e non oltre il 13 novembre p.v.** per l'esame delle candidature e l'ulteriore inoltro al Ministero degli affari esteri.

IL DIRETTORE GENERALE
(Arch. Antonia P. Recchia)

URGENTE



Ministero degli Affari Esteri
DIREZIONE GENERALE PER I PAESI DELL'EUROPA
UFF. VI

Codice Mittente :066/ 373902

Roma, 24 OTT. 2008

(data e numero di protocollo)

Posizione

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Oggetto : Consiglio d'Europa - Richieste per il distacco di funzionari nazionali
Riferimento : Messaggio della Rappresentanza Permanente a Strasburgo n° 1438 del 22/10/08. 09.01.00/01

TELESPRESSO indirizzato a:

*Inaspettata e
 Segretario Generale
 per volta a
 D.G. e p.c.*

MINISTERO PER I BENI E LE ATTIVITÀ CULTURALI

- Ufficio del Consigliere Diplomatico
Via del Collegio Romano, 27 - 00186 ROMA

MINISTERO DEGLI AFFARI ESTERI

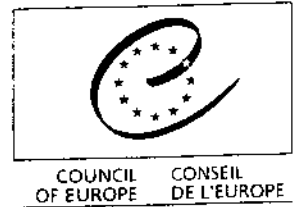
- DGPC - Segreteria SEDE

Si trasmette in allegato, per i seguiti ritenuti opportuni, la richiesta effettuata dalla Direzione Generale della Cultura e del Patrimonio Culturale e Naturale (DG IV) del Consiglio d'Europa per il distacco di un funzionario nazionale presso la Divisione delle Politiche Culturali, il dialogo e la diversità, in qualità di responsabile del progetto "Dialogo interculturale nel campo delle arti e del patrimonio".

Detto distacco (reso possibile dalle disposizioni dell' Art. 32 del D.Lgs. 165/2001, in materia di scambio di funzionari fra Amministrazioni italiane e Paesi esteri o anche OOII), avrà una durata minima di un anno, a partire dal gennaio 2009.

L'eventuale candidatura dovrebbe pervenire al Segretariato del Consiglio d'Europa entro il 15 novembre p.v..

Il Capo Ufficio
Cons. Amb. Renato Cianfarani



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17 October 2008

*With the compliments of the
Human Resources Directorate*

*Avec les compliments de la
Direction des Ressources Humaines*

DRH(2008)559

**For the attention of all Delegations /
A l'attention de toutes les Délégations**

**Secondment of an official to the Council of Europe /
Mise à disposition du Conseil de l'Europe d'un(e) fonctionnaire national(e)**

SECRETARIAT GENERAL

DIRECTORATE GENERAL OF ADMINISTRATION AND
LOGISTICS

DGAL/DRH

DIRECTORATE GENERAL IV – EDUCATION, CULTURE AND HERITAGE, YOUTH AND SPORT
Directorate of Culture and Cultural and Natural Heritage

The Directorate of Culture and Cultural and Natural Heritage, Division on Cultural Policy, Dialogue and Diversity is currently looking for a Project Manager to be seconded for a minimum period of one year, commencing as soon as possible after 1 January 2009.

Under the supervision of the Head of Division on Cultural Policy, Dialogue and Diversity, the Project Manager will be responsible for activities related to implementation, in the field of culture and heritage, of the Council of Europe White Paper on Intercultural Dialogue. His/her responsibilities will involve in particular the conceptual and operational development and implementation of the Artists for Dialogue project, the running of activities related to intercultural dialogue components of the Cultural Routes and Cultural Policy programmes.

Candidates should have suitable qualification and expertise to and have a very good level of one (both written and oral), and a good level of the other official language of the Council of Europe (English and French). Candidates should also be able to demonstrate sufficient knowledge and experience in the field of cultural policy and action, international cultural co-operation and project management. Find-raising experience would be an advantage.

For your information, the job description is attached to this communication as an Appendix.

Seconded official shall remain in paid employment in an international, national, regional or local administration throughout the period of secondment, and shall receive no salary and no social and medical cover from the Council of Europe. Seconded official shall be entitled, throughout the period of secondment, to a displacement allowance and travel expenses (for further information refer to Committee of Ministers' Resolution Res(2003)5).

Candidatures should be submitted to Ms Catherine MABILEAU, Director of Human Resources, by **15 November 2008** (contact for further information: Ms Alessia SONAGLIONI, Directorate of Human Resources, tel +33 (0)3 90 21 54 13, e-mail: alessia.SONAGLIONI@coe.int).

Project Manager “Intercultural Dialogue in the fields of Arts and Heritage”

Job Mission

To participate in the conceptual development and ensure the efficient management of activities related to the follow up to the White Paper on Intercultural Dialogue, in particular in the fields of arts and heritage, and in compliance with relevant programmes, mandates, regulations and Council of Europe values.

Key activities

- To contribute to the development and implementation of the Division’s objectives related to the promotion of intercultural dialogue and the promotion and protection of cultural diversity through cultural policies, arts and heritage. Responsible in particular for the implementation of projects linked to the Council's programmes for Intercultural Dialogue, which may include such projects as Artists For Dialogue, Cultural Routes, components of the Intercultural Cities project, Cultural policy activities related to the follow up in the cultural sector to the Council of Europe's White Paper on Intercultural Dialogue.
- manages activities related to the Artists for dialogue and contribute to the running of related activities of the Directorate dealing with intercultural dialogue and cultural diversity and :
- ensures an effective, efficient and results-oriented organisation;
- promotes co-operation between different entities in relevant activities;
- ensures the preparation of medium-term projects, programmes and missions for adoption by the decision-making bodies;
- runs activities in accordance with managerial decisions;
- monitors progress and evaluates results and quality; liaises with others, including other sectors of the Council, to ensure coherence of programmes and the smooth running of interdepartmental activities;
- undertakes relevant research;
- drafts documents such as memoranda, reports, correspondence and speeches;
- participates in the organisation and running of meetings, conferences, seminars, field missions, etc.;
- manages the financial resources allocated to the projects;
- intervenes in cases of operational issues and problems;
- negotiates and concludes contracts with suppliers and consultants; monitors the outsourcing and subcontracting of activities;
- undertakes action to raise additional financial resources necessary for the successful accomplishment of the projects
- To advise superiors and report to the latter on the results achieved, on further requirements, risks and opportunities of developments or events.
- To communicate in matters concerning own projects and missions:
- contributes to the dissemination of appropriate information to all those concerned;
- maintains contacts with counterparts in other relevant commissions, committees, international bodies and institutions and with other Council of Europe sectors relevant to own activities; maintains co-operation with the relevant professional bodies in the field; has contacts with experts;
- promotes Council of Europe values internally and externally;
- undertakes official journeys and/or participates in field missions in connection with activities described above.

Key competencies

- **Vision on international affairs:** awareness of the international political, economic, social and cultural context; organisational awareness.
- **Managerial skills:** management of people, resources, projects and processes;
- **Professional and technical competencies:**

- professional expertise: has advanced knowledge in the field of cultural policy, arts and heritage from a national and European perspective, as well as Council of Europe in this area and the related work of other relevant international organisations and institutions; has good knowledge of the Council of Europe's work in relation to intercultural dialogue; understands international co-operation, project management, budgetary and financial administration;
- ICT skills: can use current ICT tools;
- analytical thinking, problem-solving and judgement skills.
- fundraising skills
- **Interpersonal skills:** relationship-building and networking, advising.
- **Communication and linguistic skills:** communication, listening, presentation and writing skills in different languages; has very good knowledge of one of the official languages (English and French) and good knowledge of the other; has knowledge of other European languages; can express oneself, make presentations and draft clearly, concisely and convincingly in English or French.
- **Personal attitudes:** initiative and responsibility, result orientation and sense of continuous improvement, concern for quality and efficiency, adaptability, self-management and development, organisational alignment.
- **Personal values:** integrity, loyalty and conscience, discretion, independence and confidence, respect for diversity.