

Call for Expression of Interest

Mediator of the Council of Europe Development Bank (CEB)

1. Introduction

The Council of Europe Development Bank (CEB) is launching a call for expressions of interest to appoint an independent Mediator to contribute to the resolution of workplace-related disputes at the Bank. This role offers a unique opportunity to foster a respectful, inclusive, and constructive working environment within an international institution committed to social development, fairness, transparency, and dialogue.

2. About the CEB

The Council of Europe Development Bank (CEB) is a multilateral development bank with an exclusively social mandate from its 43 member countries. The CEB finances investment and provides technical assistance in social sectors such as education, health and affordable housing, while focusing on the needs of vulnerable people, as well as on the social dimensions of climate change and the environment. Borrowers include governments, local and regional authorities, public and private banks, non-profit organisations and others. The CEB, which has a triple-A credit rating, funds itself through international capital markets. In addition, the CEB receives funds from donors to complement its activities.

The CEB was originally established as a resettlement fund in 1956 by eight of the 15 member states that made up the Council of Europe at the time. The CEB is Europe's oldest multilateral development bank, and is a legally and financially separate entity from the Council of Europe.

The Bank has around 230 staff from 33 countries, based in Paris at the following address: 55 Avenue Kléber, FR-75116 Paris, France.

The Bank's two official languages are French and English.

In line with its commitment to good governance and staff well-being, the CEB established the Mediator function in 2011 to encourage the informal resolution of workplace disputes. Over the past decade, mediation has become a trusted and confidential channel for addressing staff concerns constructively and avoiding formal conflict.

3. Role of the Mediator

The Mediator will act as an independent and impartial intermediary between staff members and the administration of the Bank, with a primary focus on seeking amicable settlements in individual workplace-related disputes.

Main responsibilities:

- Review requests from current or former CEB staff members concerning any aspect of their employment relationship with the Bank.
- Facilitate dialogue between the concerned parties, using appropriate means to seek mutually acceptable solutions.
- Propose fair and timely settlements to resolve disputes.
- Communicate proposed solutions promptly, ensuring that the process respects the rights of the individuals concerned and aligns with the principles of good administrative management.
- Act with full independence and impartiality, refraining from any activities that could compromise, or be perceived as compromising, their neutrality by staff or the Governor of the Bank.
- Promote a culture of constructive dialogue and the search for solutions (through webinars upon request)
- Report to the Governor once a year, outlining the number and nature of admissible cases handled. The annual report may include recommendations for amendments to the Staff Regulations and their implementing Rules, as well as suggestions for improving administrative practices.

The Mediator operates under Articles 14.2 and 1410 of the CEB Staff Regulations and Rules and is expected to respect CEB's internal legal framework, as well the principles enshrined in the European Convention on Human Rights and the European Social Charter.

4. Required qualifications and skills

- Proven experience with mediation/conflict resolution, ideally in an international organisation and/or international financial institution.
- Strong knowledge of administrative and employment-related procedures in an international organisation.
- Excellent interpersonal and communication skills, with the ability to engage constructively with various stakeholders.
- Strong analytical and drafting skills.
- High ethical standards and discretion in handling confidential matters
- Sensitivity to multicultural work environments.
- Fluency in English and French, the two official languages of the Bank.

5. Eligibility criteria

Applicants must not be a current or former staff member or consultant of the Bank.

6. Terms of engagement

Appointment: The Mediator shall be appointed by the Governor of the Bank, following consultation with the Staff Committee.

Duration of term: The initial term of office will be for a period of two years. This term may be renewed up to two additional times, each for the same duration, based on the Bank's needs and subject to the same consultation procedure.

Delivery of services: The Mediator is expected to carry out their responsibilities at the CEB's headquarters in Paris, located at 55 Avenue Kléber, 75116 Paris, two times per month, dedicating half a day per visit to meet with staff members and facilitate the informal resolution of workplace concerns. Other working arrangements may be explored depending on the needs of the Bank and the availability of the selected candidate.

To ensure confidentiality and a secure environment for dialogue, the Bank will provide a dedicated private meeting space.

Administrative support: While the Mediator is responsible for managing their own casework and correspondence, the Bank will offer logistical support necessary for the effective delivery of their duties. Any staff assisting in these functions will be bound by the same strict standards of confidentiality and impartiality.

Remuneration and travel expenses: The selected Mediator will be offered a daily fee, to be agreed upon based on the candidate's experience and qualifications. **Interested applicants are invited to include a proposed daily rate in their expression of interest.** Travel expenses to and from Paris (economy class) will be reimbursed in accordance with the CEB's travel policy.

7. Application procedure

Interested candidates should submit their expression of interest by email to: candidatures@coebank.org, with the subject: **“Application – Mediator CEB”** no later than **8 June 2025 (midnight, Paris time)**.

The application should include:

1. A motivation letter outlining the candidate's interest and qualifications.
2. A detailed CV highlighting relevant professional experience.
3. At least two references attesting to the candidate's experience in mediation or conflict resolution.

Retained candidates will be invited for an interview with a panel by videoconference.

The CEB is committed to equal opportunity recruitment and strongly encourages applications from candidates of diverse backgrounds.

For further details about the Bank, visit www.coebank.org.