

Job Title	Project Coordinator		
Department/Country	Kazakhstan	Location of post	Atyrau
Reports to	Project Manager, British Council in Kazakhstan	Type and duration of contract	Civil contract from 15 October 2014 to 30 June 2015

Purpose of job:

To enhance the image & impact of the British Council's teaching operation in Kazakhstan by supporting the effective administrative management of the Atyrau centre, being a liaison point for administrative questions between the client, teachers and the British Council.

Context and environment :

The British Council provides English language teaching services to Kasipkor, who are our business partners in Kazakhstan.

Kasipkor is a Kazakh government training agency which has recently built custom designed training centres in Atyrau and 2 other cities in the country.

The students will follow three types of course – general English from beginner/elementary to intermediate (with some technical vocabulary integrated into the course by the teachers); science and maths (delivered by STEM teachers brought over from the UK) and Oil & Gas industry courses delivered by a consortium of Canadian colleges. All of their courses will be delivered through the medium of English therefore the language course will underpin all the rest of the learning they undertake.

The working day starts at 09.00 and finishes at 17.30. The working week for the British Council staff is Monday to Friday, although the students will also study on Saturday mornings.

The post holder will be responsible for making administrative and logistical arrangements for teachers working on the projects, record keeping, reporting and accounting for expenditures.

Accountabilities, responsibilities and main duties:
Project Support

Development and implementation of agreed project activities e.g. through making administrative and logistical arrangements for teachers, supporting teacher's use of resources; project reporting by collecting and collating information; support in communicating with the Academic Director of Studies, college management, teachers, students and British Council management; dealing with travel and accommodation arrangements as necessary.

- Effective and efficient administrative support for the project, meeting the needs and expectations of external and internal clients
- Project outcomes and events are delivered on agreed tasks within agreed time frames and budget
- All activities are arranged to clients' satisfaction. Perceptions of British Council and the UK as a valued partner enhanced.
- Materials for activities produced to agreed deadlines and to the brand and corporate design standards
- Logistical support (travel arrangements, accommodation, venue, training scheduling etc.) provided to Project Manager's satisfaction.
- Evaluation the effectiveness of events and or project outcomes carried out to agreed standards

- Positive feedback from staff and stakeholders
- Corporate guidelines, policies and standards observed. Equal Opportunities & Diversity and Customer Service policies and procedures are considered in work planning and implementation.

Relationship Maintenance Support

- Assistance in effective liaison and successful delivery of activities
- A network of contacts is established and maintained to support the delivery of the projects
- New important relationships are developed.
- Database of stakeholders, partners, service providers updated regularly

Key relationships:

ADOS

Management of Atyrau College and Kasipkor

Teachers in Atyrau college

British Council in Kazakhstan staff

Please specify any passport/visa and/or nationality requirement.

Kazakhstan Passport holder
Resident of Atyrau city

Please indicate if any security or legal checks are required for this role.

Criminal record check

Person Specification

	Essential	Desirable
Skills and Knowledge	<p>Strong organisational and communication skills</p> <p>Discipline, punctuality, efficiency, alertness and attentiveness, responsibility, accountability</p> <p>Microsoft Office package</p>	
Experience	<p>At least 2 year experience in an international environment in public or private sector</p> <p>Teaching experience or school/college administrative experience is desirable</p>	
Qualifications	<p>Relevant university degree or equivalent experience</p>	
Language proficiency	<p>Fluent written and spoken English and Kazakh</p>	<p>Good written and spoken Russian</p>