Job Title | I-SEED Project Manager
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Department/Country | Kazakhstan
Location of post | Atyrau
Reports to | Project Manager, British Council in Kazakhstan
Type and duration of contract | Civil contract from 1 July 2017 to 30 June 2019

**Purpose of job:**
To manage the delivery of the “I-SEED: Innovation – Social Entrepreneurship and Education” project in Atyrau so as to meet the project’s objectives and targets and the expectations and standards of the British Council and our partners.

**Context and environment:**
The British Council is implementing a new project, ‘I-SEED: Innovation – Social Entrepreneurship and Education’ for Atyrau schoolchildren and young people. The project is fully funded by Chevron as part of their community investment programme.

The I-SEED project aims to identify and address the underlying psychological, social and economic barriers that limit the ability of young people in Atyrau to become entrepreneurs. It will promote social entrepreneurship as both an employment option and as a route to challenges facing local communities in Atyrau, thereby contributing to the sustainable and equitable economic development of Atyrau and the surrounding region.

The project has the following objectives:

- To promote an understanding of social entrepreneurship/entrepreneurship among young people in Atyrau as both an employment option and a way of creating positive change in their communities;
- To work with partners to support young social entrepreneurs to find financing;
- To stimulate collaboration between entrepreneurs and start-ups in Atyrau and their peers in other areas of Kazakhstan and internationally, with a particular emphasis on mentoring relationships;
- To facilitate policy dialogue and international collaboration to strengthen the entrepreneurship ecosystem in Atyrau and in Kazakhstan more widely;
- To increase Chevron’s visibility throughout the region through appropriate channels.

The post holder will be responsible for smooth delivery of the project, making administrative and logistical arrangements for project participants, trainers, mentors, maintaining good relationships with local authorities and partners, keeping records, reporting, and accounting for expenditures.

The project duration is two years, starting in June 2017, with the possibility of an extension for a third year.

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 some activities like training, networking events might take place on Saturdays and Sundays and the postholder will need to be prepared to work irregular hours where necessary.

**Main accountabilities:**

- **Project management and delivery:** responsible for managing project implementation in Atyrau.

- **Budget Management:** Manage delegated project budgets to corporate standards using the British Council’s systems (SAP, etc.); account for expenses and finance reporting.

- **Relationship Building:** Build and maintain effective relationships with local authorities, project
partners, participants, consultants, and other networks.

- **Risk Management**: Identify, assess, report and monitor progress in addressing risks to the achievement of project objectives.

- **Project Monitoring and Evaluation**: Contribute to the development and lead the implementation of the project’s monitoring and evaluation plan, ensuring the project’s progress is monitored and tracked and the effectiveness of events/activities evaluated and recorded.

- **Marketing and Communications**: contribute to the development and implementation of the project’s marketing and communications plan, liaise with local and national media and other relevant partners to secure positive media coverage in the local media.

- **Line management**: responsible for effective line management of the project coordinator in Atyrau in line with British Council standards and procedures.

- **Equality, Diversity and Inclusion**: Ensure that all project’s activities reflect the British Council’s values and adhere to its Equality, Diversity and Inclusion Policy.

**Key relationships:**
- Chevron project team in Atyrau and social partnerships team in Almaty
- British Council Project Managers in Atyrau and Almaty
- Atyrau Universities and colleges
- Atyrau secondary schools
- Atyrau Akimat
- Atyrau Education Department
- Atyrau Youth Department

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<th>Please specify any passport/visa and/or nationality requirement.</th>
<th>Kazakhstan Passport holder</th>
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<tr>
<td>Current resident of Atyrau or willing to relocate at own cost</td>
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| Please indicate if any security or legal checks are required for this role. | Criminal record check |

**Person Specification**

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<th>Skills and Knowledge</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Strong project management, organisational and communication skills</td>
<td>Previous experience working with SAP</td>
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<td>Discipline, punctuality, efficiency, alertness and attentiveness, responsibility, accountability</td>
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<td>Effective user of Microsoft Office</td>
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<td><strong>Experience</strong></td>
<td>At least 3 years of experience at managerial level in an international environment in the public or private sector or in NGO sector and social project management</td>
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<td><strong>Qualifications</strong></td>
<td>Relevant university degree or equivalent experience</td>
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<td><strong>Language proficiency</strong></td>
<td>Fluent written and spoken Kazakh and English</td>
<td>Good written and spoken Russian</td>
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