

Job Description

Job Title	Project Coordinator		
Directorate or Region	Wider Europe	Department/Country	Kazakhstan
Location of post	Almaty / Astana	Pay Band	H
Reports to	Project Manager	Duration of job	Civil contract from 15 October 2017 to 31 March 2018

Purpose of job:

To coordinate the direct and indirect delivery of a range of regional and national projects, so as to meet the British Council's objectives and targets in Kazakhstan and the expectations of our partners and customers.

Context and environment:

The British Council in Kazakhstan has received some extra funding from the UK Foreign and Commonwealth Office for the 2017/18 financial year to expand its activities in order to enhance cultural and educational exchange between the UK and Kazakhstan, in line with the aims of the 1994 *Agreement on Cooperation in the Fields of Education, Science and Culture* signed by the Governments of the two countries. As part of this ambition, the British Council wishes to develop and deliver new projects with appropriate national and international partners, within the public, non-governmental and private sectors, so as to achieve greater impact and results.

Accountabilities, responsibilities and main duties:

- **Project Coordination and Delivery:** Coordinate the delivery of project activities in close cooperation with national and international partners and local and regional project teams. Provide administrative, financial and logistical support to projects and services, accurately, efficiently and in a timely manner, in line with British Council standards and to the satisfaction of our partners and customers.
- **Relationship Building and Partnerships:** Liaise with national and international partners to ensure their proper input to the delivery of projects.
- **Customer Service:** Ensure that all projects and activities are delivered in accordance with the British Council's customer service standards.
- **Event Management:** Work closely with the events team to coordinate the delivery of events in line with British Council standards.
- **Marketing and Communications:** Work closely with the marketing and communications team to ensure the effective promotion and marketing of projects and services in accordance with project / business communication plans.
- **Monitoring and Evaluation:** Actively contribute to project / business monitoring and evaluation activities.
- **Procurement:** Manage the procurement and contracting of goods and services, and payment for them, in accordance with British Council procedures.
- **EDI:** Ensure that all projects and activities reflect the British Council's values and adhere to its Equality, Diversity and Inclusion policy.

- Other Ad-Hoc Duties: To be agreed between the post holder and their line manager. To perform reasonable duties on behalf of other colleagues during their absence on annual, sick or other special leave.

Key external relationships:

- British Embassy Astana
- Project / business partners
- Project / business customers
- Delivery partners / sub-contractors

Key internal relationships:

- Director / Deputy Director Kazakhstan
- Project Manager
- Marketing and Communications Team Kazakhstan
- Finance and Resources Team Kazakhstan

Other important features or requirements of the job

Some national and international travel. Some evening and weekend working remunerated with overtime payments or Time off in lieu.

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

Right to work in Kazakhstan

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

Appropriate child protection assurance checks

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<p>Creating shared purpose Communicating an engaging picture of how we can work together (essential)</p> <p>Connecting with others Making regular opportunities to understand others (essential)</p> <p>Working together Establishing a genuinely common goal with others (essential)</p> <p>Being accountable Delivering my best work in order to meet my commitments (essential)</p> <p>Making it happen Delivering clear results for the British Council (essential)</p> <p>Shaping the future Looking for ways in which we can do things better (essential)</p>		<p>The following behaviours will be tested during the interview:</p> <p>Working together</p> <p>Being accountable</p>
Skills and Knowledge	<p>Project and contract management (level 1)</p> <p>Financial planning and management (level1)</p> <p>Communications (level 1)</p>	<p>Marketing and customer service (level 1)</p> <p>Skills, knowledge and understanding of working safely with children</p>	Short-listing and interview
Experience	<p>Experience of delivering international projects</p> <p>Experience of events management (two posts)</p>		Short-listing and interview
Qualifications	Relevant university degree or equivalent experience		Short-listing and interview
Language proficiency	Fluent written and spoken English and Russian	Good written and spoken Kazakh	Short-listing and interview

Submitted by	Deputy Director	Date	September 2017
Post holder		Date	