

## Job Description

Job Title	Project Assistant		
Directorate or Region	Wider Europe	Department/Country	Kazakhstan
Location of post	Astana	Pay Band	J
Reports to	Academic Coordinator	Duration of job	One year civil contract

### ***Purpose of job:***

To provide administrative and logistical support to 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.

### ***Context and environment:***

The British Council in Kazakhstan wishes 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 Delivery:** Support 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:** Support the delivery of events in line with British Council standards.
- **Marketing and Communications:** Support 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.
- **Document Management:** Ensure the handling of documents and other information in line with British Council standards.

- **Procurement:** Support 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 principles.

***Key external relationships:***

- Project / business partners
- Project / business customers
- Delivery partners / sub-contractors

***Key internal relationships:***

- Academic Coordinator
- English Teachers
- Assistant Director English Language Services
- Project Managers / Coordinators Kazakhstan
- Resources Coordinator
- Finance Team
- HR Team

***Other important features or requirements of the job***

Some national travel.

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

Must be able 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
<b>Behaviours</b>	<p><b>Creating shared purpose:</b> Communicating an engaging picture of how we can work together (essential)</p> <p><b>Connecting with others:</b> Making regular opportunities to understand others better (essential)</p> <p><b>Working together:</b> Establishing a genuinely common goal with others (essential)</p> <p><b>Being accountable:</b> Delivering my best work in order to meet my commitments (essential)</p> <p><b>Making it happen:</b> Delivering clear results for the British Council (essential)</p> <p><b>Shaping the future:</b> Looking for ways in which we can do things better (essential)</p>		Interview
<b>Skills and Knowledge</b>	<p>Project and contract management (level 1)</p> <p>Computer skills (level 2)</p>	<p>Financial planning and management (level 1)</p> <p>Communications (level 1)</p>	Short-listing and interview
<b>Experience</b>	Experience of supporting project delivery	Experience of international projects	Short-listing and interview
<b>Qualifications</b>	Relevant university degree or equivalent experience		Short-listing and interview
<b>Language proficiency</b>	Fluent written and spoken English and Russian	Good written and spoken Kazakh	Short-listing and interview

Submitted by	HR Manager	Date	October 2017
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