

Job Description

Job Title	Project Assistant		
Directorate or Region	Wider Europe	Department/Country	Kazakhstan
Location of post	Astana	Pay Band	Hourly paid
Reports to	Academic Coordinator	Duration of job	One-year civil contract (with possibility to extend)

Purpose of job:

To provide administrative and logistical support for the delivery of a range of regional and national projects to help meet the British Council's objectives and targets in Kazakhstan and the expectations of our partners.

Context and environment:

The British Council wishes to recruit a project assistant to help with administrative delivery of English language training in Astana, to holders of the President of Kazakhstan's Bolashak scholarship scheme. The post holder may also need to support other projects as part of this role.

The British Council is an equal opportunities and diversity employer, and the post-holder will play a role in ensuring that Equality, Diversity and Inclusion policies are consistently applied through the operation.

The British Council has a fundamental duty of care of all children engaged in activities with us under our mandatory Child Protection Policy. All our employees must be familiar with and follow the Child Protection Code of Conduct. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC 1989.

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 (Equality, Diversity and Inclusion):** 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 customers (including language students)
- Delivery partners / sub-contractors
- Project / business partners

Key internal relationships:

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

Other important features or requirements of the job

Some national travel is likely to be required. There might be some occasional out of office working hours. We expect the candidate to be flexible in arranging his/her working time.

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
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 better (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>		Interview
Skills and Knowledge	<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
Experience	Experience of supporting project delivery	Experience of international projects	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	Head English Language Services	Date	October 2017, Updated August 2018
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