

## **Call for 1 Local Coordinator in Armenia (EU-funded project EU4Culture)**

The Goethe-Institut Georgien, the official cultural institute of the Federal Republic of Germany and a leading international cultural organization in Georgia and the South Caucasus, together with its consortium partners, the Czech Centres, the Danish Cultural Institute and the Institut Francais in Georgia will implement the EU funded Grant project EU4Culture.

The aim of the project that will be implemented for four years will be to promote culture as an engine for growth and social development across the region (EU Eastern partnership countries Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine). The project will furthermore promote local cultural heritage, culture and creative industries and help to improve local governance in the culture sector and seeks to contribute to the development of citizen participation and a participative policy dialogue. Cities from the participating countries will be supported in developing a cultural management strategy for their cities.

Within the framework of the project, the Goethe-Zentrum Eriwan is recruiting one **full-time Project Coordinator** (from 01.02.2021 for 4 years) for its office in Yerevan who will report to Goethe-Institut Tbilisi. Main tasks of this position will include:

### **Task and responsibilities:**

- Coordination of project activities related to Armenia in close cooperation with the Team Leader in Tbilisi and other the staff of the project
- Contribution to ongoing risk assessment and mitigation
- Ensuring that project visibility is appropriately implemented in the country including by grant recipients
- Development and implementation of a national communication strategy, in cooperation with the project communication team
- Contribution to the organization of a regional festival and helping to define and implement “national” contribution
- Set up and brief juries for grant applications, organize jury meetings, ensure proper briefing based on centralized application form and evaluation criteria
- Liaise with funding recipients, manage payments, review and validate reports
- Coordinate the project activities with the cities

### **Coordination of project activities with the cities:**

- Liaise with cities in Armenia interested in submitting a proposal for developing a cultural management strategy
- Help organize participation of pre-selected cities in international kick-off conference and national workshops

- Liaise with and mentor pre-selected cities and act as their advisor
- Help to establish a local stakeholder platform
- Review expenditure of seed funding and disburse funds in cooperation with the financial assistant
- Organise disbursement of grants
- Participate as observer in local stakeholder platform, help animate if necessary
- Help to organize capacity-building events in Armenia
- Support the selected city to organize its 'local extension' to a regional traveling festival

**Skills, experiences, and qualifications for the role:**

*Essential:*

- University degree (Master) in arts management or equivalent;
- At least four years' experience in project management to agreed financial and non-financial targets.
- Experience in the management of EU funded projects;
- Languages: Armenian, English. Good German and Russian skills will be an asset;
- Excellent computer skills, especially a very good command of MS Office;
- Excellent communication skills;
- Ability to work independently and excellent attention to detail and accuracy;
- Strong organization and time management skills, ability to multi-task, prioritize tasks effectively and respect deadlines;
- Experience in communication with the administrations such as ministries, city councils, EU Delegations
- Knowledge of the cultural sector in Armenia and its challenges

*Desirable:*

- Experience in developing/managing international projects;
- Experience in organizing events, seminars, workshops, mobility schemes;
- Experience and expertise in civil engagement, reform processes, change management;
- Substantial experience in working in an international, English-speaking environment;
- Experience in leading a team will be an asset.
- Experience in working in the region and with the countries concerned will be an asset

*Personal skills:*

- strong team player, ability to reflect team roles, to react to problems in teams;
- availability to work under stress, with temporarily high workload, and under minimal supervision;
- experience in working with multinational teams;
- self-reflection, willingness to revise, acceptance of criticism, ask questions where necessary;
- creative and analytic thinking, structured and result-oriented approach, ability to get things done;
- readiness to work on weekends and in the evening, and for work-related traveling.

***What we offer:***

- a four year job opportunity, a competitive salary and attractive working conditions
- Flexitime
- to be part of a challenging, multidisciplinary international project providing high-level learning and development opportunities.

Candidates wishing to apply should send their application in English by email putting “Application Local Coordinator EU4Culture” in the subject line to: [Natia.Mikeladse-Bachsoliani@goethe.de](mailto:Natia.Mikeladse-Bachsoliani@goethe.de)

The application should include:

- Motivation letter
- Photo
- CV
- degree and work certificates (.jpg or .pdf)

Please enclose your contact information, a professional reference and a phone number by which you can be reached.

**Deadline for applications is 01.01.2021.**

Please note that only shortlisted candidates will be invited for an Online- interview (Teams or Zoom), and, if applicable, for a personal interview.