

Job vacancy



The Goethe-Institut Lithuania is the German cultural institute and belongs to the network of the Goethe-Institut e.V. Germany. The main tasks of the Goethe-Institut are the promotion of the German language abroad and international cultural relations, in addition to conveying a comprehensive and up-to-date image of Germany by providing information about cultural, social and political life in Germany.

The Goethe-Institut Lithuania is looking for

Mobility flow manager / Deputy team leader in the EU funded project "MOST+" (starting date not earlier than 8 August 2022) based in Vilnius

The position is to be limited to 26 months, if suitability is assessed during the probationary period. The position is to be full-time (40 hrs/week).

The overall objective of the project MOST+ is to contribute to the mobility and internationalisation of Belarusian professionals and to support their integration into European-wide professional networks. Interested Belarusian will receive the possibility to get funding for travel and accommodation abroad and are furthermore supported in finding a first professional contact in the EU. The programme is aimed at a large Belarusian community, as access to the programme is open to all Belarusian professionals on the territory of Belarus and abroad who work in one of the following priority sectors: society, culture, business, education, media and sustainability.

Tasks and responsibilities:

- Work in close cooperation with the Team Leader within an overall team of approx. seven people (including the mobility manager)
- Overall management of the foreseen mobilities
- Conceptualizing and designing the application documents
- Development and dissemination of the mobility possibilities
- Organizing of FAQ sessions for applicants
- Promotion of the mobility call
- Contracting with the successful candidates
- Contribute to the writing of reporting documents (inception report, interim and final reports)
- Supervizing payments to beneficiaries of the programme
- Technical check of the applications



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Requirements:

- Bachelor's degree in Cultural Management, Social Sciences, Business studies or equivalent or equivalent work experience
- Proven experience in international project management and experience with EU funded projects
- Very good knowledge of the Belarusian professional sectors
- Problem awareness of the current conditions of Belarusian business and civil society
- Well-developed communication skills, especially with international teams
- Willingness to learn the specific internal regulations and systems of the Goethe-Institut
- Stress resilience and able to work with deadlines
- Experience in text work and editing
- Good MS Office skills
- Very good knowledge of English, German, Belarusian or Russian language
- Knowledge of Lithuanian would be an advantage

We offer:

- A gross salary of 1.911 € according to the local remuneration scheme of the Goethe-Institut in Vilnius.
- International working environment
- Opportunities for further professional training

Application procedure:

Applications are accepted by email only. Applications must be submitted in English and should include the following elements:

1. Cover letter
2. Curriculum vitae
3. Work references, university certificates

Please send your application not later than July 15, 2022 to: bewerbung-vilnius@goethe.de
As subject of your mail please choose "Application MOST+ Mobility flow manager. First name Last name".

Please note that only shortlisted candidates will be invited for an interview (online or in person). Interviews for selected applicants are expected to take place July, 2022. Disabled applicants or applicants with equal status will be given preferential consideration in the event of equal professional suitability.

Thank you and good luck!
Goethe-Institut Lithuania