



JOB POSTING

PROJECT MANAGER „PERSPECTIVES 2”

at the Goethe-Institut Czech Republic

Scope of employment: 40 hours per week

The Goethe-Institut is looking for a dedicated colleague for the project management of the project "Perspectives 2" starting 01|10|2024. Due to the duration of the project, the position is limited until 30|11|2025.

The Goethe-Institut e.V. is the globally active cultural institute of the Federal Republic of Germany. We promote knowledge of the German language abroad and foster international cultural cooperation.

Perspectives is a new label for independent, constructive, multi-perspective journalism for young adults which is funded by the EU. Perspectives is implemented by an editorial network from Central Eastern Europe under the leadership of the Goethe-Institut and with the participation of the online magazine Jádu. Perspectives promotes the work of young and aspiring journalists through a junior reporter program, among other things. Accompanying events make journalism and opinion making tangible in an innovative way in physical space.

Goethe-Institut e.V.
Czech Republic
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CZ - 110 00 Prague 1
IČO: 43000894
DIČ: CZ683868819
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As a project manager for "Perspectives 2", your responsibilities will essentially include:

- Project management with team, target achievement and budget responsibility
- Coordination and supervision of the project
- Communication with project partners throughout Europe
- Organization of project meetings and events
- Supporting the Jádu team and the participating Goethe-Instituts in the implementation of their planned activities
- Coordination of administrative tasks, esp. reporting, reporting and project closure in compliance with funder requirements including communication with the EU

Requirements:

- University degree e.g. in media management or cultural management or equivalent knowledge and skills.
- Experience in project management and very good organizational skills
- Experience with managing large projects, experience with EU projects desirable
- Experience in working with editors, writers, translators and creative service providers
- Good computer skills (MS Office, content management system)
- High communicative competence, high service orientation
- Flexibility, ability to work in a team, ability to work under pressure, and organizational skills
- Very good knowledge of written and spoken English
- Knowledge of the German language desirable
- Willingness to do business travels

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We offer:

- A creative work and co-design within the framework of a European project with international partners.
- An exciting and varied field of activity in the German Cultural Institute
- A supportive and committed team
- Possibility of remote working by arrangement

Application process:

- Please send your application in digital form with the required documents (letter of motivation, CV, references) in German or English in a PDF to prag-bewerbungen2@goethe.de.
- The application deadline for this job posting is **August 25, 2024**. Please note that applications received after the deadline will not be considered.

Data Protection:

The Goethe-Institut collects, processes and uses personal data of the applicant's personal data both for the purpose of filling the position and within the within the framework of the legal permissions and any declaration of consent granted to the Goethe-Institut under data protection law.

Further details can be found in the separate data protection declaration, to which we hereby expressly refer. You can find this at:

<https://www.goethe.de/ins/cz/de/dat.html>

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