



JOB ANNOUNCEMENT CAPACITY BUILDING & MENTORING MANAGER

in EU-funded project

at the Goethe-Institut Georgien in Tbilisi,

Fulltime position (40h/week)

The Goethe-Institut Georgien, the cultural institute of the Federal Republic of Germany, is seeking a motivated **Capacity Building and mentoring coordinator from 01.02.2025 until 31.12.2025** (with an option of extension) within a new EU funded project on culture and creative sectors.

The new project is a pivotal initiative developed to strengthen the Cultural and Creative Sectors (CCS) across Eastern Partnership (EaP) countries, aiming to transform culture into a key driver of economic growth, social development, gender equality, and resilience. By focusing on sustainable creative ecosystems in non-capital cities, the project supports the European Union's commitment to fostering robust international cultural relations while promoting culture-led economic and social development.

Main task and responsibilities include:

- coordinating capacity-building and mentoring activities (incl. Train-the-trainer activities)
- monitoring and regularly optimising capacity-building and mentoring (including harmonizing of activities provided by different stakeholders)
- identifying and contracting experts and service providers
- supporting the inception phase of the project in close cooperation with the Project Lead and the team
- contributing to the project's reporting and evaluation
- Archiving and knowledge-management within the team
- Other relevant tasks

Skills, experiences, and qualifications for the position:

- University degree (Master) in business administration, social sciences, finances or equivalent;
- At least four years experience in project management and two years in transferring funds to third parties;
- Professional experience working on EU-funded projects;
- Professional experience in culture- and creative sectors;
- Knowledge of capacity needs in culture- and creative sectors in Eastern Partnership Countries;
- Experience in multistakeholder collaborative approaches desirably;
- Experience in leading staff;
- English and Georgian to C1 level. Good German skills will be an asset;
- Excellent computer skills, especially 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;
- 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;

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- creative and analytic thinking, structured and result-oriented approach, ability to get things done;
- Mobility and flexibility, e.g. readiness to work on weekends and/or for work-related traveling if and where necessary.

Candidates wishing to apply should send their application in English by email putting "Application Capacity Building and Mentoring Coordinator (EU project)" in the subject line to bewerbungen-georgien@goethe.de

The application should include:

- Motivation letter
- CV
- Relevant degrees and work certificates/recommendation letters

Please send all in ONE PDF and enclose your contact information (incl. a phone number) and a professional reference.

Deadline for applications is 26.11.2024.

Please note that only shortlisted candidates will be invited for a personal interview.

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