



## **JOB ANNOUNCEMENT COUNTRY COORDINATOR ARMENIA**

**in EU-funded project**

at the Goethe-Institut Armenien in Jerewan,  
**Fulltime position (40h/week)**

The Goethe-Institut Georgien, the cultural institute of the Federal Republic of Germany, is seeking a motivated **Country Coordinator Armenia from 01.01.2025 until 31.12.2028** 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:**

- Reporting to the Team Lead and close cooperation with other country and component coordinators as well as with financial and communication teams
- Coordination and implementation of project activities related to Armenia beneficiaries
- Support to networking and exchange of beneficiaries
- Contribution to ongoing risk assessment and mitigation on country level
- Support to development and implementation of a national communication strategy
- Ensuring project visibility in the country, including by grant recipients
- Support grant application processes and grant disbursement
- Contact person for beneficiaries in Georgia (incl. technical assistance, report and expenditure verifications)
- Archiving and knowledge-management within the team
- Other relevant tasks

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

- 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;
- English and Armenian at least at C1 level, Good German 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
- Strong organization and time management skills, ability to multi-task, prioritize tasks effectively and respect deadlines;

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- 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;
- 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 Country Coordinator Armenia (EU project)" in the subject line to [bewerbungen-georgien@goethe.de](mailto: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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