



JOB ANNOUNCEMENT COUNTRY COORDINATOR GEORGIA

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 **Country Coordinator Georgia 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 Georgian 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 Georgian at least at B2 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 Georgia 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 Georgia (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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