



## **JOB ANNOUNCEMENT GRANT 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 **Grant Manager 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:**

- Report to Team Lead and coordinate closely with financial team
- Coordinate and oversee third party funding schemes
- Creating statistics and collect empirical data
- Coordination of technical implementation of the third party funding schemes on GAP with the GAP specialist at headquarters, provide GAP technical support to national teams
- to ensure the transparency and objectivity of the assessment process, including the selection of independent jury members, creation of an assessment criteria catalogue for the content-related assessment, eligibility criteria for potential applicants, etc.
- Ensuring that the regulations of the EU Subgrant Manuel are implemented
- Implementing activities of inception phase
- Processing and monitoring results and outputs of the grants, including organization of follow-up activities, alumni meetings, sharing of experiences among grants' beneficiaries, etc
- Contributing to the project's reporting in cooperation with the Project Lead and Project Officer
- Acting as the focal point for all relevant questions related to the project's grants and corresponding regulations.
- 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;
- Experience within the framework of EU-funded projects;
- Professional experience in culture- and creative sectors;
- Experience in leading staff;
- English and Georgian to C1 level. Good German skills will be an asset;

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- 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;
- 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 Grant Manager (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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