



JOB ANNOUNCEMENT PROJECT OFFICER AND MEQA¹ MANAGER

in the team of an EU-funded project

at the Goethe-Institut Georgien

Fulltime position (40h/week)

The Goethe-Institut Georgien, the cultural institute of the Federal Republic of Germany, is seeking a motivated **Project Officer and MEQA MANAGER from 01.02.2025 until 30.04.2029** 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:

- to support the Project Lead in overall project management, analysis, reporting and record keeping;
- to undertake monitoring and evaluation of the respective activities in accordance with EU and Goethe-Institut standards;
- to work in close within all project team members, and service provider (for example monitoring service provider)
- to develop a crisis management strategy
- to provide event and project management support such as the organization of (online and offline) meetings and events/activities including the preparation of invitation letters, drafting of minutes, etc.
- to reach out to and collaborate with partners, experts, professional networks, and organizations
- to provide support to organisation, supervision and implementation of project activities;
- to provide technical support in administrative and organisational tasks as well as to complete and submit narrative reports to donors within assigned deadlines;
- to provide guidance to the project beneficiaries in their own M&E action so as to ensure the coherence with reported indicators and as part of the transfer of knowhow
- to coordinate knowledge management within the team and within the institute
- 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;

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¹ Monitoring, Evaluation and Quality Assurance



- 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;
- 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 Project Coordinator and MEQA Manager (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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