

**Job Description**

Job Title	Office Assistant		
Directorate or Region	Wider Europe	Area of work	Educational projects of the British Council
Location of post	Podgorica	Gross Salary	1,343.29 EUR
Reports to	Project Manager	Duration of job	15 months with possibility of extension

**Purpose of job**

The British Council plans to employ a full-time Office Assistant for supporting the implementation of a vocational technical assistance programme “Modernization of educational programmes and teacher training” funded by CFCU and managed by the British Council as well as other related educational projects managed by the British Council.

The main duty is to support the Project Manager in operational management and to provide effective administration support in the delivery of the educational projects.

The post will be based in the Ministry of Education and occasionally in the main British Council office.

**Context and environment**
**Accountabilities, responsibilities and main duties:**

1. Support of efficient operational management of the Project office and tasks assigned by Line Manager
2. Procurement of equipment, resources and venues
3. Planning, coordination and organization of all meetings, workshops, seminars and events
4. Support to budget management and monthly financial reporting
5. Project data management including financial data management and filling
6. Project promotional and visibility activities
7. Excellent translation skills (from and to English language)
8. Experience in implementation of IPA technical assistance project is an advantage

**Key relationships**

9. Project manager
10. Team Leader and project experts
11. British Council team in Montenegro
12. Key staff of clients, beneficiaries, CFCU and other local and international organisations
13. Project suppliers

Passport/visa and/or nationality requirement.	Right to work in Montenegro
Security or legal checks required for this role.	No

## Person Specification

	Essential	Desirable	Assessment stage
<b>Behaviours</b> <i>See <u>The Behaviours Guide</u> for details</i>	<ul style="list-style-type: none"> <li>Connecting with others – <i>more demanding</i></li> <li>Creating shared purpose - <i>essential</i></li> <li>Working together - <i>more demanding</i></li> <li>Making it happen - <i>more demanding</i></li> <li>Being accountable - <i>essential</i></li> <li>Shaping the future - <i>essential</i></li> </ul>		Interview only
<b>Skills and Knowledge</b> <i>See <u>The Generic Skills Dictionary</u> for details</i>	<ul style="list-style-type: none"> <li>Time Management and prioritisation skills</li> <li>High level of organisational skills</li> <li>Excellent communication and interpersonal skills</li> <li>Using own initiative within work context</li> <li>Excellent knowledge on spoken and written English language (C1 level according to CEFR)</li> <li>IT Skills (MS Office)</li> </ul>	<ul style="list-style-type: none"> <li>Web and Digital/Social Media</li> </ul>	Interview  Language test - Aptis
<b>Experience</b>	<ul style="list-style-type: none"> <li>At least five years of experience in administration and event management</li> <li>Experience in implementation of at least one donor funded programme</li> </ul>		Short listing and Interview
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Completed at least secondary education</li> </ul>		Short listing