

Job Description

Job Title	Projects Coordinator		
Directorate or Region	Western Balkans, Wider Europe	Department/Country	Montenegro
Location of post	Podgorica	Pay Band	H
Reports to	Country Director	Duration of job	18 months maternity cover (probation period: six months)

Purpose of job:

To manage, facilitate and deliver projects and programmes, working with partners and stakeholders to meet the British Council's strategic objectives.

To support development and management of contracts pursuit work within an agreed strategy.

Context and environment:

British Council Western Balkans operates in six offices across the cluster (Albania, Bosnia and Herzegovina, Kosovo, Macedonia, Montenegro and Serbia). We work together with local, UK and international partners. In the Western Balkans, we design and implement programmes, deliver donor funded contracts, offer advice and consultancy to governments, deliver training programmes, administer international exams, teach English and run English testing for organisations and institutions, advise UK companies on market opportunities, and provide information about the UK.

The British Council is a registered UK charity and a not-for-profit organisation. We are partly funded by the UK's Foreign Office and partly independently funded through exams, teaching and delivering contracts for international donors.

The role profile of Projects Coordinator comprises management and coordination of grant funded, full cost recovery (FCR), co-funding and agency projects. Growth in business funded from sources other than the government grant is a corporate priority and building our work in delivery of FCR and co-funding projects is a major opportunity in achieving this.

Accountabilities, responsibilities and main duties:

- Contributing to the design of projects and managing delivery of projects to agreed corporate standards in coordination with the Line Manager
- Liaison with partners, consultants and networks associated with country projects in order to ensure the effective delivery of projects
- Completing financial and other administrative tasks associated with projects
- To assist with effective project planning, budget management and business risk requirements to ensure expenditure and other targets are achieved effectively
- To carry out SAP operational support role duties in accordance with corporate procedures and standards
- Business development: working as a member of different teams to identify and pursue external contract opportunities; helping with preparation of bids/proposals for funding from partners and client organisations (such as the EU) for projects and activities in line with the country strategy, for example through completion of documentation required by client organisations. Researching possible sources of funding for such projects. Assisting in identification of potential local and international consultants.

<p>Assisting in preparation of documents needed for Contract Approval Board (CAB). Assisting in development of project proposals and financial proposals. Coordinating implementation of awarded projects.</p> <ul style="list-style-type: none"> • To assist in examinations sessions if necessary. • Ensuring that the British Council's values, and principles of the Equality, Diversity and Inclusion policy are applied to all aspects of project planning and delivery • Responsible for monitoring and evaluation of projects for the office as well as collection of quality data for impact stories. <p>Key relationships:</p> <ul style="list-style-type: none"> • Country director • Local stakeholders, current and potential partners • Programme leads • Key staff at EU Delegation and other donor organisations in Montenegro • Current and potential consultants for projects • Business Development Manager for Western Balkans, British Council <p>Other important features or requirements of the job</p> <p>The job may involve some local, regional and travel to UK for meetings, project delivery or proposal preparation. It may also involve some out-of-hours work associated with project activity and work under pressure of deadlines especially in the lead up to submission of bids.</p>	
Please specify any passport or visa and/or nationality requirement.	Right to live and work in Montenegro
Please indicate if any security or legal checks are required for this role.	In accordance with the regional Child protection and HR policy, a statement has to be obtained from the District Court in Podgorica that no criminal charges have been made

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<ul style="list-style-type: none"> • Connecting with others (essential) • Working together (more demanding) • Making it happen (essential) • Being accountable (more demanding) 	<ul style="list-style-type: none"> • Shaping the future (essential) • Creating shared purpose (essential) 	Interview
Skills and Knowledge	<p>Core skills</p> <ul style="list-style-type: none"> • Managing projects (Level 2) - Analyses project data • Managing Finance and Resources (Level 3) - Supports budget management • Planning and organising (Level 2) - Plans ahead • Communicating and influencing (Level 2) - Relates communications to circumstances <p>Specific skills</p>		Short listing & Interview

	<ul style="list-style-type: none"> • Good knowledge of public administration and education sectors in Montenegro • Capacity building skills • Familiarity with digital & social media • Able to work independently 		
Experience	<ul style="list-style-type: none"> • 3-5 years of experience in managing medium and large scale projects • Experience in working in international organisations, diverse environment and in remote teams • Organising events and activities • Flexibility in changing environments 		Short listing & Interview
Language proficiency	<ul style="list-style-type: none"> • Fluent written & spoken English & Serbian / Montenegrin 		Interview
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or equivalent in a related field 	<ul style="list-style-type: none"> • Project management course 	Short listing