

British Council Montenegro is looking to hire part-time Project Assistants.

The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. Each year we work with millions of people connecting them with the United Kingdom and the UK's most attractive assets: English, the arts, education and our ways of living and organizing society. Please see <https://www.britishcouncil.me> for details.

POSITION

Engagement for this position is part-time per-need basis, with a minimum 24-hour notice in advance. Number of monthly hours is not guaranteed, and it varies throughout the year.

The successful candidate will be involved in assisting our project team in the following areas:

- Event venue arrangements;
- Photocopying, faxing, telephoning and confirming participation at events/workshops;
- Ad hoc translation of short documents;
- Assisting team in planning, delivery, monitoring and evaluation.
- Back office administration work such as filing, shredding or sending documents;
- Assisting with writing of project success stories, web and social media updates, reports, briefs, emails and letters.

Successful applicants will be expected to sign a Confidentiality agreement, to prove they do not have a criminal record and to deliver two additional letters of recommendation.

REQUIREMENTS

Each applicant has to:

- be able to legally work in Montenegro
- be a student in Montenegro
- be fluent in both written and verbal English
- be available to work in Podgorica (and in other cities as needed) on flexible hours up to 20 hours per week.
- be available for testing and interview from 31 January 2020.

Applicants should:

- have finished secondary education and preferably be undergraduate or students postgraduate with flexible hours
- be comfortable speaking publicly with authority and confidence
- be comfortable working with technology regularly
- have attention to details, be able to work independently and solve problems proactively
- be highly responsible and demonstrate professionalism in every task
- available to work on weekends at agreed upon times

Desirable skills:

- Advanced IT and/or computer networking skills

HOW TO APPLY

To apply, send your **typed CV** and a **letter of application** written in English to bojana.todorovic@britishcouncil.org with email subject *Application for temporary Project Assistant*. Short listed candidates will be asked to send one letter of recommendation prior to the interview.

Your CV should not be longer than two sides of A4 paper. For this position volunteer and internship experience will be considered as work experience and should be listed. Your letter of application should include evidence that you meet the above-listed requirements as well as reasons why and how our team will benefit from your engagement. The letter should be no longer than a single side of A4 paper.



The closing date for receipt of applications is by 21.00 on 31 January 2020. Only short-listed candidates will be contacted.