

Job Description

Job Title	Project Manager Erbil		
Directorate or Region	MENA	Department/Country	Iraq
Location of post	Erbil	Pay Band	G
Reports to	Director Programmes (Baghdad roles) Director Erbil (Erbil role)	Duration of job	Indefinite

Purpose of job

To manage effectively Education, English, and Society projects, and identifying and growing networks, to enable British Council Iraq to achieve project outcomes.

Context and environment

As the United Kingdom's international organisation for cultural relations and educational opportunities, the British Council creates opportunities for the people of the UK as well as of Iraq, in order to build trust and understanding, and maintain mutually beneficial relationships.

The British Council is working to support the rebuilding and revitalisation of the education system and to meet the demand for English and Skills to aid employability of young Iraqis. There is a large demand from target audiences for our services, linkages and programmes. This presents significant opportunities for the British Council to share UK expertise in Education, English and Society to create learning opportunities, strengthen institutions and create better understanding and trust between Iraq and the UK. However, doing this in a difficult security environment requires creativity, tenacity, passion and determination.

British Council Iraq is a Tier 1 operation currently located in 3 offices: Baghdad (10 members of staff) Erbil in Northern Iraq (12 members of staff) and Amman Jordan (where the Finance Manager is located). There are also plans to establish a presence in Basra to cater for demand from the Governorate there and Oil and Gas sectors. The office in Baghdad is within the British Embassy compound and the Erbil office is in Salahaddin University. Both offices run UK exams and deliver projects and programmes in English, Education, and in the future, Society.

Accountabilities, responsibilities and main duties

- Projects and services are delivered within budget, on time and to agreed quality standards to satisfaction of Director Programmes/Director Erbil and Regional Programme Managers
- Actively manage project risks and resources
- Monitor budgets and effective use of SAP finance system
- Identify, develop and maintain active relationships and networks as agreed with Director Programmes/Director Erbil.
- Maintain market knowledge and awareness in order to identify potential opportunities
- In cooperation with Marketing Manager ensure that activities are publicised and receive media

coverage

- Monitoring and evaluation is carried out to corporate standards and methodology and reports presented.
- Develop and maintain database of contacts.
- Support the development of a successful Projects team with effective knowledge-sharing and full and timely communication with team members.
- Explore and identify opportunities to support the BC's Equal Opportunity and Diversity strategy.
- Full compliance with British Council policies, processes and standards.

Key relationships

External

- Iraqi Ministries, ministry of Education, Higher Education Ministry, Ministry of Labour and Social Affairs
- British Embassy
- EU Delegation and other Donors
- UK higher and vocational educational institutions, and the organisations that represent them
- Civil society: NGO's and social activists

Internal

- Director Programmes , Director Erbil, Country Director, the Programmes team
- Regional sector leads and programme managers

Other important features or requirements of the job

Working hours are variable according to events and can include evenings and occasional weekends. The role includes representing the British Council at external events where appropriate. On certain days it may be necessary to work longer hours to cater for externally imposed deadlines.

Travel may be required throughout Iraq.

The British Council is an Equal Opportunities employer and is committed to creating as diverse a team as possible in Iraq.

Please specify any passport/visa and/or nationality requirement.

Ability to work in Iraq and travel within Iraq.

Please indicate if any security or legal checks are required for this role.

Successful applicant will be required to undergo FCO security clearance check; and Iraqi Security Forces check in Baghdad for permission to enter and exit the International Zone.

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<p>Connecting with Others (More Demanding); <i>Actively appreciating the needs and concerns of myself and others</i></p> <p>Being Accountable (More Demanding); <i>putting the needs of the team or British Council ahead of my own</i></p> <p>Making it Happen (More Demanding); <i>challenging myself and others to deliver and measure better results</i></p>		<p>Interview</p> <p>Interview</p> <p>Interview</p>
	<p>Working Together (More demanding) <i>Ensuring that others benefit as well as me</i></p> <p>Shaping the Future (More demanding); <i>Exploring ways in which we can add more value</i></p> <p>Creating Shared Purpose (Essential); <i>communicating an engaging picture of how we can work together</i></p>		Required for the role but not assessed during the application stage
Skills and Knowledge	<p>Planning and organising level 2: plans ahead</p> <p>Managing Finance and Resources level 3: supports budget management</p> <p>Managing projects level 3</p> <p>Developing business level 2: Researches markets and conducts cost/benefit analyses to identify new opportunities or recommend improvements to current initiatives</p> <p>Using technology level 2: operates as an advanced user</p>		<p>Interview</p> <p>Shortlisting & Interview</p> <p>Shortlisting & Interview</p> <p>Shortlisting & Interview</p> <p>Shortlisting</p>

	Excellent spoken and written English (level B2) Fluency in written and spoken Arabic and/or Kurdish	Knowledge of the Education, English or Society sectors in Iraq	Shortlisting & testing Shortlisting
Experience	Minimum 2 years' experience of project management		Shortlisting & Interview
Qualifications		University Degree/Qualifications in Education	

Submitted by	Amir Ramzan	Date	February 2015
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