

Role Title

Insert job title **Project Support Officer**

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Full time	H Payban 4	Baghdad	1 year contract	Project Manager

Role purpose

To provide administrative and logistical support to the British Council Iraq projects and events held in Iraq.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Geopolitical/SBU/Function overview:

British Council Iraq team manages several project: These projects are: 'Connecting classrooms'; A global education programme for schools, designed to help young people learn about global issues and become responsible global citizens, with the skills they need to succeed in a global economy. In Higher education project, british council is recognising the central role that high quality undergraduate medical education plays in improving the performance of the healthcare sector. this project will impact positively on the standard of healthcare in health-centres, clinics and hospitals as well as in the education and training of medical students and medical trainees.

The job sits in the project delivery team, which is part of the wider Education, Art & English projects team. The project team based in Baghdad, Erbil & Basrah. This role reports to Project Manager who is based in Baghdad. He/ She will be required to work closely with the project deliver team and British Council colleagues from the UK and the region, to guarantee the quality and successful implementation of the project.

Main opportunities/challenges for this role:

Working with many projects and Stakeholders in Iraq is a complex and challenging role. The team will be required to ensure successful delivery of a large number of activities across ten provinces within the contract period.

The post holder will need to support the team in developing our work and contribute to making British Council Iraq high-profile regionally and globally with internal and external stakeholders.

Main Accountabilities, Duties and Responsibilities:

Accountabilities:

- This post reports to the British Council Project Manager.
- Technical advice and support will be provided by BC project managers (Schools, IHE, E and Art).

Responsibilities & Main Duties

- Provide administrative and logistical support to the project managers.
- Support the delivery of training workshops, conferences, study visits and meetings inside and outside Iraq.
- Capture required data for the project (Scorecard, Media, and Team Attendance/Leave/TOIL etc.)
- Collate required project information for submission of periodic internal and external reports including monitoring and evaluation reports.
- Liaise and co-ordinate with the press department and media contacts to ensure positive media coverage of the events.
- Any other duties commensurate with the post and as directed by the Director.

Key Relationships:

Internal

Country Director, Erbil Director, Head of Finance, Project Managers, Office Manager, Technical Consultants, Translators and Interpreters, Project Support Teams (Baghdad, Erbil, Amman & UK).

External

Ministry of Education, Ministry of Higher Education.
Ministry for Women's Affairs, Ministry of Labour and Social Affairs, Local Education Districts, Schools and Colleges, Business and Community Leaders, and civil society/ community based organisations.

Other important features or requirements of the job:

- The post holder will understand and make decisions which are affected by to Equality, Diversity and Inclusion (EDI) legislation and policy. Additionally he/she will exploit opportunities brought by diversity and build them into all planning.
- The post holder will understand the importance of child protection and ensure policies and processes are in place to offer maximum protection of young people at all relevant events and venues and ensure compliance with BC Child Protection policy.
- At peak times and to meet corporate deadlines the role occasionally requires extra hours or weekend working, recoverable as TOIL (Time off in Lieu).
- Frequent travel in-country; occasional travel to regional countries and the UK.
- Occasional attendance at evening and weekend events.

Role Requirements:

Threshold requirements:

Passport requirements/ Right to work in country

Job holder should hold Iraqi passport and have the right to work in Iraq

Assessment stage

Required

Security or legal checks	<ul style="list-style-type: none"> 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, as per Local Law requirements. 	
language proficiency	Successful applicant will be required to undergo Aptis English test during the recruitment stages (B2)	Required during the recruitment stage
Person Specification:		Assessment stage
Language requirements (DELETE IF NOT APPROPRIATE)		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Fluency in written and spoken English. Aptis test level B1 Fluency in written and spoken Arabic 		Shortlisting
Qualifications		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> University Graduate in any field 		Shortlisting
Role Specific Knowledge & Experience		
<i>Minimum / essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
<ul style="list-style-type: none"> Minimum of 2 years of full time work experience in providing administrative and logistical support. Working cross departmentally and geographically dispersed teams. 	Good general knowledge of British Education/ Examinations	Shortlisting & Interview
British Council Core Skills		Assessment Stage
1. Using technology – Level 2 Advanced User.		Shortlisting AND Interview
2. Communicating and influencing – Level 2 Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.		
3. Managing Risk – Level 1		

<p>Demonstrates understanding of risk management policies and procedures and record of following them.</p> <p>4. Planning and organising – Level 2 Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p>5. Managing finance and resources – Level 2 Uses corporate financial systems and processes appropriately as part of the job and on behalf of a team.</p> <p>6. Analysing Data and Problems - Level 1 Breaks down problems into a list of tasks to be done and decides on appropriate action.</p>	
British Council Behaviours	Assessment Stage
<p>Connecting with others – more demanding Actively appreciating the needs and concerns of myself and others</p> <p>Being Accountable – essential Delivering my best work in order to meet my commitments</p> <p>Making It happen – essential Delivering clear results for the British Council</p> <p>Shaping the future – essential Looking for ways in which we can do things better</p> <p>Working together - essential Establishing a genuinely common goal with others</p> <p>Creating Shared purpose - essential Communicating an engaging picture of how we can work together</p>	<p>Interview (Required for the role but not assessed during application stage)</p> <p>Required for the role but not assessed at application stage</p>
Prepared by:	Date:
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