



Call for Administrative Support for the Goethe Institute's projects in Azerbaijan / cultural programming of 2025.

1. Client and Project:

The Goethe-Institut e.V. is the cultural institute of the Federal Republic of Germany with a global presence. We facilitate international cultural exchange, promote access to the German language and support culture and science. The Goethe-Institut Georgien, a branch of the Goethe-Institut e.V., is implementing cultural and educational programs in the Republic of Azerbaijan.

2. Subject of the Contract:

Within the framework of these programs the Goethe-Institut Georgien is seeking a competent Administrative Support to join our team in Goethe Zentrum Baku and collaborate with the director in organizational planning and progress monitoring.

Main tasks include:

- Coordination and production assistance for events in Baku organized by Goethe Institute Tbilisi in 2025
- Accounting for events – March-December 2025
- Translation works – March-May 2025
- Travel organization for residency program and cultural events – March-December 2025
- project documentation – March-December 2025
- Coordination and on site production support of the Goethe Institute Language Department events in Azerbaijan 2025

3. Framework Conditions:

The services must be provided within up to 160 days during the period from March, 2025, until December 31st, 2025.

The remuneration shall be settled based on presented invoice including time sheets after the services have been rendered and approved. The daily rate is 62.5 EUR gross (incl. taxes and other applicable payments).

4. Requirements

We are seeking an assistant with the following qualifications, skills and experiences to be evaluated based upon the submitted documents as required below:

Eligibility criteria:

- University degree (Bachelor) in management or equivalent
- German and Azerbaijani at least at C1 level
- Country of Residence (Republic of Azerbaijan)
- Legal status (private person or legal entity (individual entrepreneur only))

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The expert will be selected based on the following evaluation criteria and weighting:

- Responding letter to this call stating motivation (30%)
- References (20%)
- Professional experience (50%):
 - At least four years of proven professional experience in project management
 - Proven professional experience in the management of cultural projects
 - Proven professional experience in communication with administrations such as ministries, city councils or embassies
 - Proven experience in working with the cultural sector in the Republic of Azerbaijan

The expert must be independent and free from any conflicts of interest in carrying out these responsibilities.

Experts wishing to respond to this call, should do so by sending the following documents in English/with English translation or in German:

- Responding letter to this call stating motivation
- CV including track records
- Relevant degrees and work certificates/recommendation letters

Please send all in ONE PDF and enclose your contact information (incl. physical address and phone number) and a professional reference per email to ausschreibung-tbilissi@goethe.de, referring to "Director Assistant" in the email's subject.

Deadline for submission is 07.03.2025, 12 pm (Tbilisi time).

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