



## **JOB ANNOUNCEMENT COUNTRY COORDINATOR for BELARUS**

### **in EU-funded project**

at the Goethe-Institut Georgien,

**Fulltime position (40h/week)**

The Goethe-Institut Georgien, the cultural institute of the Federal Republic of Germany, is seeking a motivated **Country Coordinator for Belarus** to support Belarusian civil society within the framework of the new EU-funded project EU4Culture-II. This position is for a two-year term (April 1, 2025 – March 31, 2027), with the possibility of a two-year extension. The project focuses on the support and development of the cultural and creative sectors.

The EU4Culture-II project is a key initiative aimed at strengthening the Cultural and Creative Sectors across Eastern Partnership countries, positioning culture as a driver of economic growth, social development, gender equality, and resilience. For Belarus, the focus is on supporting civil society representatives from the cultural and creative sectors, enabling their active engagement in regional and international networks. By fostering sustainable creative ecosystems, the project aligns with the European Union's commitment to strengthening international cultural relations and promoting culture-led economic and social development.

### **Main Task and Responsibilities:**

- Report to the Team Lead, working in close cooperation with other Country Coordinators, the project's regional team members, and financial and communication teams.
- Coordinate and implement project activities related to Belarusian civil society representatives from the cultural and creative sectors.
- Facilitate networking and knowledge exchange among beneficiaries.
- Contribute to risk assessment and risk mitigation at the country level.
- Support the development and implementation of a national communication strategy.
- Ensure project visibility activities related to Belarusian civil society representatives from the cultural and creative sectors, including through grant beneficiaries.
- Assist in the grant application process and oversee grant disbursement.
- Serve as the primary contact person for Belarusian project beneficiaries, including providing technical assistance, overseeing reporting, and verifying expenditures.



- Manage archiving and knowledge management within the team and Goethe-Institute.
- Perform other relevant tasks as required.

**Expected Skills, Experience, and Qualifications:**

- Master's degree in arts management or a related field.
- At least four years of experience in project management, with a proven ability to meet financial and non-financial targets.
- Experience in managing EU-funded projects.
- Proficiency in English and Belarusian (at least C1 level); German language skills are an asset.
- Strong computer skills, with excellent proficiency in MS Office.
- Excellent communication skills;
- Ability to **work independently**, with excellent attention to detail and accuracy.
- Strong organisational and time management skills, with the ability to multitask, prioritise tasks effectively, and meet deadlines.
- Experience in liaising with administrative bodies, such as the EU Delegation and other relevant EU bodies.
- In-depth knowledge of the Belarusian cultural sector and its challenges.
- Strong team player with the ability to reflect on team dynamics and respond effectively to challenges.
- Capacity to work under pressure, handle high workloads, and operate with minimal supervision.
- Creative and analytical thinking, with a structured, results-oriented approach and the ability to drive initiatives forward.
- Flexibility and mobility, including a willingness to work on weekends or travel for work when necessary.

**Please note:** While the position prioritises candidates based in Georgia, remote employment may also be considered for candidates residing in countries with a significant and representative Belarusian diaspora. **Employment in Belarus is not possible.**

Candidates wishing to apply should send their application in English by email, putting **“Application Country Coordinator Belarus (EU project)”** in the subject line to [bewerbungen-georgien@goethe.de](mailto:bewerbungen-georgien@goethe.de)

The application should include:

- Motivation letter
- CV
- Relevant degrees and work certificates/recommendation letters

**Please send all in ONE PDF** and enclose your contact information (incl. a phone number) and a professional reference.

**The deadline for applications is 25.03.2025.**

Please note that only shortlisted candidates will be invited for a personal interview.