



**Hiring Call for the position of**  
**Community Engagement Support**  
**for the EU co-funded project “Creative Compass Georgia”**  
(Deadline for applications: 10 December 2025)

The Goethe-Institut Georgien, the official cultural institute of the Federal Republic of Germany and a leading international cultural organisation in the South Caucasus is recruiting a Community Engagement Support for the EU funded project "Creative Compass Georgia". The project Creative Compass Georgia aims at fostering sustainable development of creative industries in regional cities, towns and rural areas of Georgia.

The full-time (40 hours per week) position (from 01.02.2026 (or earlier) to 30.09.2027) is based in Tbilisi.

**Main Tasks and responsibilities:**

Community Engagement Support:

- Support to community engagement across eight (8) municipalities, including logistical arrangements and coordination of activities.
- Travel arrangements for the community engagement team (e.g., venue selection, transportation, accommodation).
- Assistance during field visits to ensure smooth implementation of engagement activities.

Contract Management and Administration:

- Support in procurement processes necessary for round tables, including offer selection, communication with service providers, invoice management, and documentation.
- Administrative support to the community engagement sub-team in monitoring the implementation of activities across eight (8) municipalities.

Event Organisation and Implementation:

- Logistical and operational support for events related to community engagement, both in Tbilisi and in the regions.
- Close cooperation with the PR & Events Manager regarding community engagement and public relations for round table initiatives.

**Skills, experiences, and qualifications:**

- Basic knowledge of relevant Georgian legislation, including tax law, NGO law, and related regulations.
- Experience in organizing events, seminars, workshops, and mobility schemes, with strong logistical skills.
- Experience and expertise in civil engagement, reform processes, and change management.



- Experience working in an international, English-speaking environment, demonstrating adaptability and cultural awareness.
- At least two years of experience in project management, including coordination and administrative tasks.
- Experience in procurement, compliance, and contract management, ensuring adherence to organizational and donor requirements.
- Language skills: English and Georgian at C1 level; good German skills will be considered an asset.
- Excellent computer skills, with strong proficiency in MS Office and digital collaboration tools.

#### **Personal skills:**

- Strong team player, ability to reflect team roles, to react to problems in teams; ability to work under stress, with temporarily high workload, and under minimal supervision.
- Reliability, responsibility, confidentiality, discretion, and organisational skills.
- Self-reflection, willingness to revise, acceptance of criticism, asking questions where necessary.
- Structured and result-oriented approach, ability to get things done.
- Mobility and flexibility, e.g., readiness to work on weekends and/or for work-related travelling if and where necessary.

#### **What do we offer:**

- A competitive salary and attractive working conditions based on the local Goethe-Institut Georgian employment schemes.
- To be part of a challenging, multidisciplinary international project providing high-level learning and development opportunities.

Candidates wishing to apply should send their application in English in one pdf file by email putting “Application for the Community Engagement Support for “Creative Compass Georgia” in the subject line to [bewerbungen-georgien@goethe.de](mailto:bewerbungen-georgien@goethe.de)

The application should include:

- Motivation letter
- CV

Please enclose your contact information, professional references (if applicable) and a phone number with which you can be reached. Please indicate your earliest day to start the position.

#### **The deadline for applications is 10 December 2025**

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

Contact Person:

**Sophia Mdivnishvili-Griese, Head of Administration,**  
**+995 32 2938945, [sophia.mdivnishvili-griese@goethe.de](mailto:sophia.mdivnishvili-griese@goethe.de)**