

Job Description

Job Title	Project Administrative Coordinator		
Directorate or Region	Americas	Department/Country	Colombia
Location of post	Bogotá	Monthly salary	Pay band H (COP 2'562.199)
Reports to	Project Lead	Duration of job	9.5 months approx. (Conditioned to a contract with a stakeholder)

Purpose:

To coordinate the administration and the delivery of the project(s) assigned, working with partners, external service providers and stakeholders to meet the British Council's strategic objectives and engagement targets in Colombia and in accordance with British Council values, Customer Service, EDI (Equality, Diversity and Inclusion) and Green standards

To deliver high quality products and services to customers benefiting from English for Education Systems Projects, which meet their needs and enable the British Council to achieve its objectives.

Context and Environment:

The British Council is the UK's international organization 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.

Colombia is an important commercial, cultural and educational partner for the UK and we need to increase the impact of our operation locally. In Colombia, the British Council works mainly in English, Education and Arts.

The British Council's English for Education System Strategic Business Unit (EES) delivers a series of consultancy and large- scale projects in the public sector.

Accountabilities, Responsibilities and main Duties: Duties must be carried out in line with a range of corporate policies, including EDI.

Coordinating, Planning and Delivery

To coordinate the delivery and actions according to the project's plan. This includes, but not limited to:

- Supporting the Projects Lead and EES Projects Manager on designing and following up on timetables, Gantt charts and monitoring tools on the project's delivery
- coordinating the creation and monitoring of service provision contracts, invoices and social security requirements for a team of consultants and vendors
- organising project meetings, minutes, keynotes, expense and progress reports,
- drawing reports on the delivery of the project according to guidelines and requirements agreed with the stakeholder
- developing administrative related tasks in coordination with the project team,
- Managing invoices, quotations and communications with vendors
- Coordinating in-school visits by British Council staff and consultants team.
- Planning, monitoring and evaluating large scale events including logistics, team work, reports and handouts.

- Adding specific input to the project according to their area of expertise (e.g. budget management, it skills, logistics, customer service, etc.)
- Ensuring quality feedback is captured and assessed when appropriate in accordance with corporate scorecard standards,
- Supporting the Projects Lead and EES Projects Manager in the collection and data analysis including the organization of information through graphic organizers, pivot tables, among others,
- Ensuring all events and actions are evaluated according to the British Council's policy.
- Coordinating the Administrative Assistant and the Finance and Accounting Analyst on keeping files and records on products, documents

Marketing and Communications:

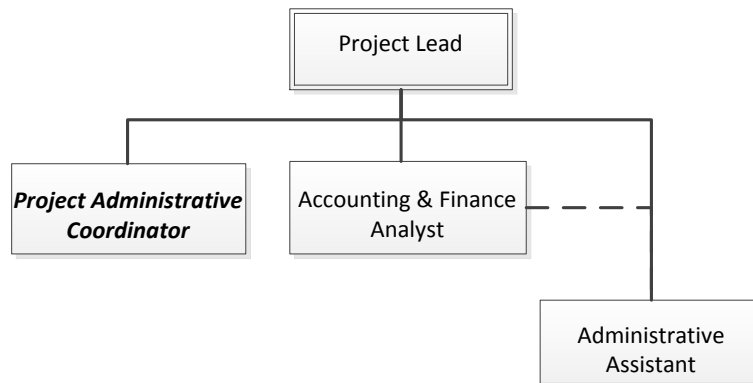
- To support the delivery of project's marketing and communications plans for outputs and outcomes of specific actions.
- To facilitate communication between the different actors involved in the project development.

Key Relationships:

The post holder will work with a range of stakeholders, both internal and external.

- Internal: English Director, Academic Consultant, EES Project Managers, Exams team, Education and Society
- External: Local education authorities and public & private schools.

Organogram



Other important features or requirements of the job (e.g. travel, unsocial/evening hours, restrictions on employment, visa requirements)

Please specify any passport and/or nationality requirement	Right to Work in Colombia. The British Council only supports with the documents for the visa but all cost are responsibility of the candidate. If any relocation is needed, the British Council is not able to support any settling-in allowance / mobility package.
Please indicate if CRB checks are required	The British Council will check police reports (pasado judicial).

Person Specification

Competencies	Essential	Desirable	Assessment stage
Behaviours	<ol style="list-style-type: none"> 1. Making It Happen – More demanding 2. Working Together – More demanding 3. Connecting with Others - Essential 4. Being Accountable - Essential 		Interview (1,2)
Skills and Knowledge	<ol style="list-style-type: none"> 1. Communicating and influencing – level 1 Communicates clearly and effectively 2. Planning and Organising – level 2 Organises own work Plans ahead 3. Analysing data and problems – level 2 Is systematic Uses data Analyses patterns 4. Managing finance and resources – level 2 Uses resources efficiently Uses financial systems and processes Supports budget management 5. Using technology – Level 1 Operates as a basis user Able to use office software and British Council systems to do the job and manage documents or processes. Microsoft Office (Outlook, Word, Excel, Power Point). 	SAP (Desirable)	Short listing & interview (2,3, 4)
Experience	<ul style="list-style-type: none"> - Projects co-ordination experience, including schedule planning and monitoring on team duties and results (1 year minimum). - Experience in managing service provision contracts with vendors and external consultants. - Event management - Experience in writing reports - Network and people 		Short listing & interview

	management		
Qualifications	<ul style="list-style-type: none"> - University degree (desirable in Administration, Industrial Engineer, Modern Languages or equivalent) - Ability to operate in Spanish (both written and spoken) at C1. 		Short listing & interview

Submitted by	Carlos Javier Amaya EES Projects Manager	Date	15 TH February, 2017
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