

Terms of Reference

Project Assistant

Bosnia and Herzegovina

Role Information	
Organisation	British Council, Bosnia and Herzegovina
Role	Project Assistant
Project title	Responsive Democracy Fellowship Programme
Duration	From January – April 2024
Report to	Project Manager

Project description

Implemented by the British Council and supported by the UK Government, the Responsive Democracy Fellowship Programme addresses Bosnia and Herzegovina's cross-sectoral challenges, with Urban Planning, Regulations, Inspections, and Natural Disasters Management selected as the second topic. The programme aims to empower up to 15 participants from politics, public administration, business, and civil society by equipping them to drive impactful policy reforms. Participants will gain first-hand exposure to the UK's policy-making processes through study tours, enhancing their understanding of effective policy practices. The cohort will learn from the UK's innovative strategies, with the aim of adapting these insights to BiH's context. The fellowship includes pre- and post-visit workshops, collaborative efforts to create actionable proposals, and interactive sessions with BiH and UK experts. By fostering cross-sectoral dialogue, inclusivity, and transparency, the initiative seeks to promote a more stable, secure, and sustainable BiH.

The Project Assistant will support the implementation of projects and programmes in compliance with organisational policies and procedures. This role involves assisting in administration, operational delivery, data management, and managing stakeholder relations. The Project Assistant will work closely with the project team to ensure smooth execution of planned activities.

About British Council

The [British Council](#) is the UK's international organisation for cultural relations and educational opportunities. It supports peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide. British Council celebrates 90 years in 2024. The British Council is committed to policies and practices of equality, diversity, and inclusion across everything we do, and we want to encourage applicants from under-represented groups to apply.

Scope of Work

Under the overall supervision of RD Fellowship Project Team, the Project Assistant will be responsible for the following:

1. Administrative Support

- Organise meetings, workshops, and training sessions, including preparing materials and logistical arrangements.
- Maintain accurate project documentation, including reports, notes, and correspondence.
- Perform general administrative tasks such as photocopying and mailing.
- Assist in procurement coordination, including stock inventory and supplier management.
- Support visa preparations for project participants, ensuring all required documentation and processes are completed in a timely manner.

2. Communication and Reporting

- Draft project success stories, updates for web and social media, and presentations.
- Support ad hoc translation and interpretation tasks as required.
- Assist with report preparation, including budget monitoring and financial summaries.

3. Data and Research

- Perform data collection, entry, and basic analysis for monitoring and evaluation purposes.
- Compile and organise project-related information and ensure its accuracy.
- Conduct research to support project planning and implementation.

4. Event Coordination

- Support the planning and delivery of events, ensuring high-quality logistics and participant experience.
- Ensure compliance with defined monitoring and evaluation procedures post-events.

5. Financial and Operational Support

- Support budget preparation, expenditure tracking, and financial reporting.
- Ensure compliance with financial policies and guidelines.

6. Stakeholder and Relationship Management

- Act as a point of contact for project-related inquiries.
- Maintain relationships with vendors and partners, ensuring timely service delivery.
- Assist in maintaining a positive public image through events and promotional activities.

Expected Outputs

- **Efficient Project Support:** Timely and accurate completion of administrative tasks, including documentation, logistical arrangements, and procurement processes.

- **Clear Communication and Reporting:** High-quality project updates, reports, and financial summaries delivered on time, along with effective communication with stakeholders and participants.
- **Successful Event Coordination:** Seamless support in organisation and execution of events, workshops, and trainings, with comprehensive post-event evaluations and participant feedback.
- **Effective Participant Support:** Thorough assistance with visa preparations and other participant needs, ensuring smooth involvement in all project activities.

Location

The project is located in Sarajevo, Bosnia and Herzegovina, and the Project Assistant is expected to work primarily from the British Council office. Remote work arrangements may be considered with prior approval from the Project Manager.

Requirements

Education:

- University degree, preferably in a related field.

Language skills:

- Fluent in written and spoken English (minimum C1)
- Fluent in written and spoken B/H/S language

Professional Experience:

- Prior experience in project or event management is an asset.
- Knowledge of monitoring and evaluation principles is desirable.

Other competencies:

- Strong time management and organisational abilities.
- Excellent communication skills, both verbal and written.
- Proactive approach and ability to work independently.

Application process

Applicants are required to submit the following documents in English:

- CV: Include references (professional or academic), providing the referee's full name, job title, company name, email address, and telephone number.
- Cover Letter (maximum 2 pages):
 - Explain how you meet the qualifications and experience requirements.
 - Provide a brief outline of your proposed approach to the assignment.

Evaluation criteria:

The British Council will evaluate applicants based on the following criteria:

Criteria	Percentage Weight
Demonstrable experience and qualifications relevant to the assignment	40%
Quality of the cover letter, including clarity in addressing qualifications and approach to the assignment	20%
Performance during the interview	40%

Background check:

The British Council has a legal obligation to ensure that we are not negligent in our recruitment practice. The robust screening of selected applicant will be undertaken, including Pre-Appointment Checks, Post appointment measures, Criminal Records Checks, in line with organisation’s procedures and policy.

Timeline:

To apply please send your application to hena.atlic@britishcouncil.org

Please put: *Application for Project Assistant – RD Fellowship Programme* in the subject of the email.

The deadline for applications is Sunday, 5th January 2025, at 23:59 CET.

Interviews are scheduled to take place on Wednesday, 8th January 2024.

The successful applicant should be prepared to start working as soon as possible in January 2025.

Only shortlisted candidates will be contacted.