Role Profile

Project Assistant

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| Role information | |  | |  |
| Location | **Reports to** | | **Contract** | |
| Kathmandu, Nepal | Finance and Administration Manager | | Project-based Consultancy contract | |
| Role type |  | | **Duration** | |
| Business Delivery | Choose an item. | | Fixed term (January 2025 – October 2026) | |
| Role purpose | | | | |
| To provide support for financial and administrative activities within a partnership project, ensuring compliance with British Council policies and procedures. | | | | |
| Role context | | | | |
| The British Council is the UK’s international organisation 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.  We work with over 100 countries across the world in the fields of arts and culture, English language, and education. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.  British Council Nepal is a vibrant operation delivering a high impact portfolio of projects across Education and Skills, Exams and English and the Arts, present in Nepal since 1959. Further information is available on our website [www.britishcouncil.org.np](http://www.britishcouncil.org.np)  The core objective of the project is to support the Government of Nepal in ensuring equitable access to quality education for all children, with a particular focus on children with linguistic diversity.  During the first phase of this partnership, we supported the Government of Nepal in developing standards on languages in education, a teacher training curriculum, a trainers’ guide, and a trainee resource manual for multi-lingual education. Building upon the system strengthening for promoting quality and inclusive education work in the first phase, the second phase of the project is focused on developing and designing awareness campaigns, capacity building of Provincial Education Training Centre (PETC) trainers and implementing partners, continuing professional development of teachers through training, classroom observation, in-class support and online Community of Practice (CoP), and facilitating policy discourse and evidence generation. | | | | |
| Main accountabilities | | | | |
| Logistics Support   * Provides necessary logistics support for project events (workshops, seminars, trainings) * Manages vehicles and office vehicles booking * Manages tickets and other logistics for national/international consultants and project staff.   Asset Management   * Maintains project assets inventory * Coordinates periodic maintenance of project equipment.   Administrative Support   * Supports in document formatting, Nepali typing, multimedia presentations, and meeting minutes preparation * Provides general support in scanning, printing, typing, translation, fax and email. * Assists in maintaining filing system in line with British Council IGRM requirements * Schedules appointments for meetings and manage calendars/diaries. * Ensure timesheets of project staff are timely filled and documented.   Coordination with Vendors   * Creates new vendors following the British Council's policies * Coordinates with vendors/suppliers to book accommodation and venues and order supplies * Requests quotes and evaluate proposals from different suppliers. * Manages documents and files related to suppliers and contracts.   Stakeholder and Relationship Management   * Manages relationships with clients/partners/stakeholders * Fills out necessary forms on audience targets for the project.   Financial Support   * Review and verify supporting documents for project-related expenses to ensure accuracy and compliance. * Prepare estimated budget for the event and get it reviewed and approved. * Manages invoices, quotations, and communication with service providers.   Data Management   * Manages the database based on Information Security Governance & Risk Management (IGRM) policy * Organizes project meetings and keeps detailed records through meeting minutes and attendance lists * Plans, monitors, and evaluates planned events, including logistics, teamwork, reports, and handouts   Compliance   * Ensures compliance with all relevant British Council policies   KEY RELATIONSHIPS  Internal   * Senior Project Manager * Academic Coordinators * Finance and Administration Manager * Business Support Services * Cultural Engagement Team   External   * National and International Consultants * Vendors/Suppliers   These tasks are subject to review and amendment and will reflect any changes required as identified and agreed with the Senior Project Manager. | | | | |
| Condition of employment | | | | |
| Proof of Identity requirements/right to work in country  Right to work in Nepal | | | | Shortlisting |
| Language Requirements | | | | **Assessment stage** |
| English at CEFR B1/B2 level and fluency in Nepali | | | | Shortlisting |
| Additional job requirements | | | |  |
| Role could require domestic and international travel and occasional out of hours, evening and weekend work. | | | |  |
| Person specification | | | | |
| Qualifications | | | |  |
| Minimum/essential | | **Desirable** | | **Assessment stage** |
| Higher Secondary level (10+2 or equivalent in management or related field) | |  | | Shortlisting |
| Role specific knowledge and experience | | | |  |
| Minimum/essential | | **Desirable** | | **Assessment stage** |
| * Over 2 years’ work experience in office administration and secretarial roles. * Proven experience of providing logistics support for events like workshops, trainings and seminars | | Over 2 years’ work experience in office administration and secretarial roles on donor funded projects | | Shortlisting AND/OR interview |
| Role specific skills | | | | **Assessment stage** |
| * Extensive experience of MS Office packages * Excellent interpersonal and time management skills * Nepali witing and typing skills * Knowledge of office IT system and basic troubleshooting of networking, hardware and software | | | | Shortlisting AND /OR interview |
| British Council core skills | | | | **Assessment stage** |
| Managing projects – 1  Follows project management disciplines  Works with project management systems and procedures and has a track record of compliance with them as a project team member.  Communicating and Influencing – 1  Communicates clearly & effectively  Listens to others and expresses self clearly, with grammatical accuracy and awareness of a diverse audience in speaking and writing.  Managing risk – 1  Follows good practices  Demonstrates understanding of risk management policies and procedures and record of following them.  Account and Partnership management – 1  Supports account management  Able to research business issues and contacts in stakeholder and potential partner organisations to support account management and business development.  Planning and organising – 1  Is methodical  Able to plan own work over short timescales for routine or familiar tasks and processes.  Finance and resources – 1  Uses resources efficiently  Uses resources efficiently in own role and complies with financial rules and procedures. | | | | Shortlisting AND /OR interview |
| British Council values and behaviours | | | | **Assessment stage** |
| British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are:  Open and Committed  Our belief in what we do translates into a deep and long-term  commitment to the people we work with and the places where we  work. We tackle challenges and take responsibility with openness  and honesty to bring about positive change.  Expert and Inclusive  Inclusion is at the heart of everything we do. By involving everyone in the conversation we learn from each other and bring together all of our experience, knowledge and expertise to do the best work that we can.  Optimistic and Bold.  We believe in the potential of young people to create a better world. Inspired by this optimism, we are positive and creative, and we focus on what works. We are not afraid to make bold choices to shape a better future for everyone. | | | | Shortlisting AND /OR interview |
| Role Profile completed by | | | | **Date** |
| Samrat Karki | | | | December 2024 |