

## Job Announcement Project Manager VAHA

### Geschäftsstelle

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MitOst is a non-profit organisation that encourages activities and implements programmes that foster cultural exchange, active citizenship, social cohesion and sustainable urban and rural development with a geographical focus on Central, Eastern, and Southeastern Europe. MitOst has around 1,400 members in over 40 countries and functions as a network as well as a cooperation and implementing partner for various foundations and institutions active in civil society support. More information at [www.mitost.org](http://www.mitost.org).

In the department of Cultural Exchange, MitOst is implementing together with Anadolu Kültür and other partners the project VAHA, funded by Stiftung Mercator and the European Cultural Foundation. VAHA (meaning 'Oasis' in Turkish) aims at connecting and strengthening autonomous arts and culture spaces as local impulse hubs in different local civil society contexts in Turkey and from chosen contexts in Turkey's wider European neighborhood, including EU member states in Central and Eastern Europe.

The project will build on creating knowledge and common ground for practice exchange, peer learning, co-programming and understanding from shared problems and solutions. It will allow the participating creative spaces to grow their pilot actions into larger ecosystems ('oases') of independent places for free discussion and open dialogue. VAHA thereby reinforces their capacities as autonomously operating civil society players, and in the long run increases resilience against shrinking public space in their societies.

[www.tandemforculture.org/stories/vaha-call-for-applications/](http://www.tandemforculture.org/stories/vaha-call-for-applications/)

For our Berlin office we are looking as soon as possible but latest by November, 15<sup>th</sup> 2020 for a

### **Project Manager VAHA (30h/week)**

The initial contract end date is 30.06.2023.

### **Job Profile**

The Project Manager is responsible for the implementation of the project VAHA in consultation with the project supervisor and partners. In particular, he/she is responsible for the following tasks:

- | Implementation of the project activities in consultation with the project supervisor and partners
- | Coordination of project administration: preparation of contracts with participating organisations, follow-up on their grants, financial and narrative reports and report of overall funding of the project
- | Supervision and support of participants and their collaborations
- | Financial management of the project budget according to the grant regulations
- | Support in the mentoring of the funded projects, especially in financial administration
- | Communication with the project team, partners, funders and participants

### **Requirements**

- | Several years of experience in project and office management
- | Experience in management of larger scale projects
- | Hands-on experience in the field of art and culture and/or non-formal education
- | Experience with facilitation, mentoring and training design
- | Good knowledge of the Turkish and/or European cultural/civil society scene is an advantage
- | Confident use of computer software and internet
- | Accurate working style especially with numbers
- | High level of motivation, excellent communication and social skills
- | International experience, intercultural sensitivity and joy working with people
- | Willingness to take frequent (international) business trips (as far as the pandemic situation allows)
- | Willingness to work flexible hours, even on weekends
- | Desire to work together closely in a team, ability for independent working and decision-making, reliability
- | Very good command of English, proficiency in Turkish and/or German and other languages is an advantage

### **Offer**

We offer a varied range of activities in a dynamic and versatile organisation. A competent, motivated team with flat hierarchies awaits you, as well as a pleasant work atmosphere and plenty of room for own ideas. The work location is Berlin. The salary ranges based on experience between 2.000 € up to 2.300 € brutto per month (for 30h/week).

### **Application**

Please direct your questions and documents with an indication of the earliest possible start date by 5 October 2020 with subject „Project Manager VAHA“ by email to herke[at]mitost.org (only 1 PDF document, file size under 3 MB). The job interviews take place in Berlin in the week of 12 October 2020.