

SBU/ Department	Education and Society
Location	Almaty
Reports to	Society Project Manager
Duration of internship	3 months
Full-time / Part-time	Part-time
How many hours per week will intern work?	Up to 15 hours per week
Work schedule	By agreement
<p><i>Accountabilities, responsibilities and main duties:</i></p> <ul style="list-style-type: none"> • Support for Project Coordination and Delivery: administrative, financial and logistical support to projects and services, accurately, efficiently and in a timely manner, in line with British Council standards and to the satisfaction of our partners and customers. • Event Management: both administrative work and participation in developing plans of event as a part of the project. 	
Please indicate if any security or legal checks are required for this role	Right to work in Kazakhstan without restriction for the duration of the internship programme

Person Specification

	Essential	Desirable	Assessment stage
Skills and Knowledge	<ul style="list-style-type: none"> • Confident user of MS office • Written and spoken proficiency in Russian and English 	<ul style="list-style-type: none"> • Written and spoken proficiency in Kazakh 	
Experience	<ul style="list-style-type: none"> • Voluntary experience with social project preferred • Responsible and motivated to develop his/her skills in area of project management and implementation. 	<ul style="list-style-type: none"> • Experience of event management 	
Qualifications	<ul style="list-style-type: none"> • Undergraduate students in at least their second year at University • Minimum GPA: 3.0/4.0 or 3.33/4.33 		

Submitted by	Society Project Manager	Date	June 2018
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