

EXAMINATIONS ASSISTANTS NEEDED

The British Council is the United Kingdom's international organisation for educational opportunities and cultural relations. Our purpose is to build engagement and trust through the exchange of knowledge and ideas between people worldwide. We have offices in 110 countries around the world, 18 of which are in South East Europe. In Bosnia and Herzegovina we are looking to strengthen our project delivery team.

Our Project Delivery team works in arts, education, English and governance. Our projects currently focus on intercultural dialogue and the creative/knowledge economy and are delivered directly through partners and digital channels.

The British Council Bosnia and Herzegovina is looking for part-time temporary examinations assistants in Sarajevo. Engagement is on 'per-need / on-call' basis, with a minimum 24 hour notice in advance

REQUIREMENTS:

Each applicant should:

- be citizen of Bosnia and Herzegovina
- have internationally recognised certification in English language (strongly preferred) or a proven record of English language use
- have driving licence (preferred)
- be a student or graduate
- be an excellent user of Microsoft Office, with emphasis on Excel and Word
- be available to work flexible working hours, up to 15 hours per week
- be willing to work on weekends, as agreed, or 'on-call'
- be flexible and able to work independently

ENGAGEMENT:

The successful candidate may be involved in assisting our team in the following areas:

- exam administrative support
- examinations invigilation

The initial contract will be titled Temporary part-time Examinations Assistant for the period 15 October 2014 – 15 October 2015.

APPLICATION:

To apply, send the following documents written in English to british.council@britishcouncil.ba:

- a typed curriculum vitae
- a letter of application

Please quote the reference "Application for Examinations Assistant" as the subject of your e-mail.

Your **curriculum vitae** should not be longer than two sides of A4 paper.

Your **letter of application** should include evidence that you meet the above-listed requirements. It should also include the reasons why and how our team would benefit from having you work with us and, finally, how you would benefit from this experience. The letter should be no longer than a single side of A4 paper.

The closing date for receipt of applications is **6 October 2014, 17.00 local time**. Only short-listed candidates will be contacted.

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