



International Council on Archives
Conseil International des Archives

Project Coordinator Opportunity

Type of contract: Consultancy, 6.5 months.

Working days: 2 days a week / 10 days a month

Daily wage: 165€

Reports to: Programmes Manager

Start date: 15 June 2023

The International Council on Archives invites applications for the role of Project Coordinator. Qualified applicants are invited to apply no matter their country of residence. The residence and work location of the successful candidate can be Paris or the successful candidate's current country.

This is an excellent career development opportunity for a motivated professional who believes in international cooperation.

The individual selected will have the opportunity to increase professional knowledge and improve project management and organization skills. Through working with the ICA Secretariat, they will build up a large international network of contacts that will be of long-term benefit to them, to ICA, and to future contractors.

About ICA

The International Council on Archives (ICA) is an international, non-governmental organisation that brings together archive institutions and professionals around the world to advocate for the effective management of archives and the physical protection of documentary heritage, to develop recognised standards and good practices and to encourage dialogue, exchange and transfer of knowledge across national borders. With around 1,560 members from 157 countries and territories, ICA's mission is to channel the cultural diversity of its members into effective professional solutions and to create a profession that is open to innovation and adaptation with a true international dimension, in collaboration with the highest level of decision-makers.

Job Description

ICA is looking for a coordinator to assist the programmes manager in the development of projects relating to the ICA strategic programmes, as defined by the Programme Commission (PCOM).

One of the main tasks will be the development of a project for supporting Ukrainian archives in resetting their digitization programmes and creating a manual on digitization of paper-based archival documents in emergency situations.

Main Tasks

General project management

- Project management: project timeline and budget tracking, reporting, logistical support.
- Organization and facilitation of regular online meetings between team members in a multilingual environment.
- Keeping of Lessons learned logbook for further analysis and improvement recommendations.

Reporting

- Reporting to the project leader
- Ensuring a good remote working environment and collaboration within the project team
- Ensuring regular communication to the project partners and stakeholders

Participation to the project deliverables

- Research and bibliographical Data gathering
- Collection of project partners' specific needs
- Reports and text-based deliverables review

Support in Project Design and Fundraising

- Identification of opportunities for fundraising and project funding
- Writing of projects funding applications
- Participation to projects development

	Essential	Desirable
Qualifications	Master's degree in Social Sciences or Business Administration	Knowledge of Cultural Heritage Management and archives
Experience	Proven experience in Project management as coordinator	Experience in disaster management or digitization of documentary heritage
Skills	<ul style="list-style-type: none"> • Fluent English speaking • Intercultural dialogue skills • Strong capacity to identify unexpected issues and be proactive about them • Attention to detail and capacity to organize work remotely 	<ul style="list-style-type: none"> • Fluent Ukrainian Speaking

We encourage you to apply even if you don't fill some of the requirements.



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Selection Process

To apply for this position, qualified applicants are invited to send a cover letter and a CV that together demonstrate the above requirements to programme@ica.org by **7 June 2023 23:59 CET**.

Selection will be by CV screening and interview, to take place virtually during the **week of 12 June 2023**.