



# SCHOLARSHIP COORDINATOR EU SCHOLARSHIP PROGRAMME FOR THE TURKISH-CYPRIOT COMMUNITY

**Are you looking for an opportunity in the context of international cultural cooperation?**

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with global outreach. We promote knowledge of the German language abroad and foster international cultural co-operation. We convey a comprehensive picture of Germany by providing information on Germany's cultural, social and political life. We are committed to promoting a diverse and inclusive community.

The Goethe-Institut Cyprus, with its office in Nicosia assumed the management of the EU Scholarship Programme for the Turkish-Cypriot community since June 2022. Since 2007, the EU has granted scholarships to approximately 2,300 Turkish Cypriots to study or train in the European Union. For this programme we are seeking to hire a

## **SCHOLARSHIP COORDINATOR**

### **EU Scholarship Programme for the Turkish-Cypriot Community.**

This is a **full-time position** with the start date of **1 June 2025 until 30 April 2027 with an option of Extension**. The project office will be located in the northern part of Cyprus, and the Scholarship Coordinator **should be able to cross the Green Line to perform this role efficiently**.

#### **Overview of the Role:**

In this position the Scholarship Coordinator is responsible for ensuring the timely implementation of the "Funding Cycle" of the EU Scholarship Programme for the Turkish-Cypriot community, including related communication and visibility activities (e.g. information sessions, European Study Days) and organization of pre-departure activities as well as for reviewing and analysing scholars' activity reports.

The Project has three Scholarship Coordinators, which have specific tasks and responsibilities assigned to them.

The primary focus of the current position includes the responsibility for overseeing the full contracting cycle of the scholars, from the issuance and execution of contracts through to the final payment. Key duties include ensuring the timely completion of all contractual formalities, verifying supporting documentation, monitoring payment timelines, and maintaining precise and up-to-date records. The Scholarship Coordinator will also act as the primary liaison for scholars on all contract and funding-related matters.

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The Scholarship Coordinators will also organize lessons learned sessions at the end of each funding cycle for each scheme, which will feed into the programme Monitoring & Evaluation activities.

#### Main Responsibilities:

- Create awareness of the EU Scholarship Programme with prospective applicants, relevant stakeholders and the broader community;
- Contributes to the preparation of the EU Scholarship Programme calls;
- Contributes to the content development of information materials;
- Maintains the Scholarship software “Goethe-Application Portal” (GAP) which will be the digital application for the award of scholarships;
- Take the leading role in promoting the EU Scholarship Programme during trainings and information sessions;
- Serve as the primary point of contact for counselling requests via email, telephone and face-to-face while ensuring equal treatment to all;
- Monitor the applications, provide technical support to applicants as required, provide advice and information concerning available study programmes and respond to queries as needed, all the while ensuring equal treatment of applicants;
- Organise and manage an effective evaluation and selection procedure with the assistance of evaluation experts and under the supervision of the Programme Manager;
- Prepare and keep an up-to-date information on study programmes in the European Union;
- Take the leading role in grant disbursement and management including the processing of contracts and related payments ensuring accuracy and timeliness;
- Collate interim and final reports and results from scholars to prepare monitoring and evaluation reports on outcomes and impact of the EU Scholarship Programme;
- Support the management of the EU Scholarship Programme alumni network and communication with alumni.

#### Required skills and qualifications:

- Higher education degree relevant to the position (social sciences, education management, business administration and management, international relations or equivalent);
- Native Turkish (speaking/writing); fluent English (speaking/writing); knowledge of German is a plus;
- Minimum three years work experience in a field related to development, education, cultural management or a closely related field;
- Strong communicator, takes initiative and works well independently and with a team;
- Being an EU Scholarship Alumni is a plus.

#### Role Specific Knowledge and Skills:

- Organized and self-motivated with strong administrative and interpersonal communication skills;
- Ability to effectively analyze and solve problems through a systematic and logical approach;
- Experience in working with students, teachers and/or other education related stakeholders;
- Ability and desire to quickly learn new software program;
- Ability to work in a team environment, as well as independently;

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- Keen awareness of sensitive nature of work and the need for confidentiality.

#### **We Offer:**

- An attractive remuneration package
- Flexible working hours, possibility to work remotely on occasion
- A dynamic and motivated work environment

#### **APPLICATION PROCEDURE**

The Goethe-Institut is an equal opportunities employer and supports inclusion. Disabled applicants who meet the essential criteria, will be treated with preference.

The Recruitment team will assign the Scholarship Coordinator roles to the successful applicants based on their respective experience and skillsets.

**Please submit your application (CV and cover letter) in English, highlighting how your skills and experience meet the role profile. Applications are accepted until **2 May 2025** to [bewerbungen-nikosia@goethe.de](mailto:bewerbungen-nikosia@goethe.de)**

#### **DO YOU HAVE ANY FURTHER QUESTIONS?**

Please send us an e-mail to:  
[bewerbungen-nikosia@goethe.de](mailto:bewerbungen-nikosia@goethe.de)

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