



Consulting Opportunity

The Armenian Communities Department of the Calouste Gulbenkian Foundation is looking for a consultant to advise it on IT and language programmes, and to manage specific projects in this domain on behalf of the Department.

The Consultant must have expertise in the nexus between language and information technology (e.g., spellcheckers, grammar tools, etc.). Reporting to the Director, the Consultant is to work closely with the Assistant Director and other relevant staff within the Foundation.

Tasks

The Consultant is to be responsible for three principal tasks:

First, provide advice to the Armenian Communities Department on IT/language-related projects, evaluating their feasibility, relevance, and importance. Second, manage some major projects undertaken (or to be undertaken) by the Department, including but not restricted to the Western Armenian Spellchecker and Corpus project in collaboration with external partners. Third, develop a three-year strategic plan for the Department specific to the IT-Armenian language domain.

Additional specific responsibilities include the following:

1. Suggest programming lines of action based on the 2023 IT/language [meeting](#) held in Yerevan;
2. Assess reports, budgets, and project proposals;
3. Liaise with relevant individuals on the execution and development of projects;
4. Follow up with partners on the execution of initiatives funded by the Department;
5. Write related correspondence and other texts in Armenian and English;
6. Undertake necessary research in the IT/language domain;
7. Organise IT/language workshops, meetings, or similar events;
8. Help with communications regarding Armenian IT/language tools;
9. From time to time, and at the request of the Director, attend conferences/public events and private meetings to explain activities relating to departmental programming in this area;
10. Any other task requested by the Director broadly in line with the consultant's competences and the projects s/he is managing.



Competences Required

- Languages: fluency in Armenian (Western Armenian preferably) and English. Knowledge of French is an asset.
- Excellent knowledge of technological advancements in the field, understanding of specific technology-related issues pertaining to the Armenian language, and expert knowledge of programming.
- Experience in project management.
- A graduate university degree in a relevant subject.
- Excellent interpersonal skills, tact and nuance in dealing with Armenian organisations.