

Job Title: Project Coordinator/Director

Job Overview:

We seek a dynamic and experienced team member to join us as a Project Coordinator for a project to be carried out by TÜRKONFED. The successful candidate will play a pivotal role contributing to enhancing responsible business practices and human rights and environmental due diligence in Türkiye, within the context of establishment of the Responsible Business Helpdesk (RBH) Türkiye.

Responsibilities:

1. As part of the RBH in Türkiye; provide advice to companies and business associations on social, labour, and environmental due diligence basics, including risk management, continuous improvement processes, data collection, monitoring, reporting, and grievance mechanisms
2. Work closely with national and international experts to establish and nurture a network of strategic partners and consultants, fostering collaboration with critical stakeholders in the business community, government, and civil society. Create a pool of consultants to connect with the companies for the effective implementation of due diligence in their supply chain
3. Coordinate a mapping of existing partnerships/ initiatives/ service offerings on responsible business conduct/HREDD, identification of departments/ regional offices of relevant partners that should be involved in the proper functioning of the new services by the RBH Türkiye
4. Design, prepare and implement workshops, seminars, capacity building trainings and other activities, in order to increase the knowledge and awareness on human rights and environmental due diligence among the companies, primarily starting with the automotive and textile sector i.e., regularly updates on Due Diligence Laws, implementation guidelines, templates, sample policy, reports, best practice examples.
5. Coordinate and deliver training sessions on social, labour, and environmental due diligence basics and facilitate the referral of external service providers for specific sector risks and industry needs. Support the development of training materials as per industry needs and promote the training programme.
6. Support developing online resources (e.g. the RBH Türkiye website, online repository of training materials, regulatory guidelines, etc.)
7. Promote cultural change within the private sector in Türkiye: Help define and communicate the purpose of the transformation. Promote change based on concrete actions. Establish new routines to reinforce change throughout project's stakeholder network
8. Organize various events i.e., launch event of the RBH in Türkiye, event for fostering dialogue between business, politics, and civil society, and online and offline seminars and workshops.

9. Promote the RBH Türkiye and share lessons learnt through participation in local or international events, seminars, workshops, conferences or trade fairs.
10. Support development of promotional materials.
11. Promote openness to the external innovation ecosystem. Explore emerging sustainability solutions and practices in companies and their supply chains. Promote their scaling up across the organization. Actively promote the integration of sustainability into business processes and decision-making. Support decision-makers in the management of complex solutions
12. Ensure the overall functioning of the project and the fulfilment of the success criteria in coordination with project stakeholder organizations (the project will be funded by an international organisation)
13. Supervise the implementation of the project plan to ensure that activities are in accordance with TÜRKONFED's guidelines.
14. Ensure monitoring and reporting of overall project activities, including preparation of monthly reports, quarterly reports, and annual reports, as well as data collection for outlining the requests received from companies and how they have been addressed.
15. Ensure effective and efficient management of financial and material resources within the rules and procedures of TÜRKONFED Support TÜRKONFED to develop a strategy to ensure the sustainability of the RBH Türkiye
16. Being responsible for project reporting, communication, organizing project activities, and conducting content research
17. Fulfilling additional responsibilities and duties assigned by the institution

Qualifications:

- University degree (or masters) in social, political, economy or legal sciences
- At least 6 years of professional experience. One or more from the following specific qualities is a plus: setting up and developing networks; advice and support for companies/interest groups; development of services; the application of HREDD/CSR requirements or corresponding OECD principles.
- Preferably individuals having at least 4 years of experience in project implementation and running grant funds for civil society organizations and/or developing content for these funds.
- In-depth knowledge of the socio-economic context of Türkiye, knowledge of key actors and themes in politics, employment, economic policy and social dialogue in Türkiye
- Basic understanding of textile and automotive industry's supply chain operations, knowledge of third-party audit practices, risk management strategy, and supply chain due diligence
- Basic understanding of relevant national and international human rights and environmental laws, regulations, and standards
- A high level of proficiency in both written and spoken English and Turkish is a requirement. Additional language skill in German is an asset

- Strong problem solving and communication skills, solution-oriented and prone to teamwork
- Strong networking capability with partner organizations and within business NGO ecosystem to achieve joint objectives.
- Ability to work collaboratively in a detailed manner and manage multiple deadlines.
- Good command of MS Office applications and digital meeting and presentation programs
- Able to work flexibly, with no travel restrictions.

How to Apply:

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience to info@turkonfed.org by February 16, 2024. Please include “Job Application: Project Coordinator” in the subject line. Shortlisted candidates will be invited for an interview via email on 20-21 February, 2024.