

## **Job Title: RBH Project Specialist**

### **Job Overview:**

We are looking for a dynamic team member to join us as a Project Specialist for a project to be carried out by TÜRKNONFED.

### **Responsibilities:**

1. As part of the RBH in Türkiye; ensure the overall functioning of the project and the fulfillment of the success criteria in coordination with project stakeholder organizations
2. Assist the Project Coordinator in the overall management of the project and administrative activities in an effective and efficient manner which supports the Organization's mandate.
3. Assist the Project Coordinator in supervising the implementation of the project plan to ensure that activities are in accordance with TÜRKNONFED's guidelines.
4. Completing the processes at the target time by acting in accordance with the project plan and being able to follow up closely.
5. Follow all stages within the project life cycle, to prepare periodic project development reports, to carry out all necessary meetings and communication of the project.
6. Organize project activities, conducting content research, being responsible for project reporting.
7. Work in coordination with the communications department for the preparation of the project's press releases, site visit reports, website and social media content.
8. Fulfill additional responsibilities and duties assigned by the institution.

### **Qualifications:**

- University degree (or masters) in social, political, economy or legal sciences
- Preferably Individuals having at least 2 years of experience in running grant funds for civil society organizations and/or developing content for these funds and having at least 2 years of experience in project implementation
- A high level of proficiency in both written and spoken English and Turkish is a requirement. Additional language skill in German is an asset.
- Experience in writing reports, crafting information notes, project concept notes,
- Open to learning, with advanced planning, work follow-up, organization and reporting skills

- 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](mailto:info@turkonfed.org) by February 16, 2024. Please include “Job Application: RBH Project Specialist” in the subject line. Shortlisted candidates will be invited for an interview via email on 20-21 February, 2024.