

VACANCY ANNOUNCEMENT

The consortium led by ECOTEC Research and Consulting has been awarded the contract “**Technical Assistance for Empowerment of Women and Women NGOs in the Last Developed Regions of Turkey**” by Central Finance and Contracts Unit (CFCU) in Turkey and financed from the EU General Budget.

The overall objective of the project is to upgrade women’s status in the least developed regions of Turkey (South-Eastern Anatolia, Eastern Black Sea and Eastern Anatolia) with a view to reducing regional disparities. The project will support a gender sensitive approach to regional development in the least developed regions of Turkey as well as providing development opportunities for women in these regions and enhancing their role in the society.

The purpose of this project is as follows:

- To improve the local capacity and empowerment of women and women NGOs to increase and facilitate women’s access to municipal, social and judicial services
- To provide assistance to improve grant scheme implementation capacities of women NGOs and related stakeholders
- To improve the capacity and awareness of local authorities and municipalities for sensitive target base budget allocation especially on gender issue
- To promote reciprocal collaboration between local NGOs and local authorities

The consortium led by Ecotec Research and Consulting is inviting applicants for three **Local Support Centre Coordinator** positions to be based in Şanlıurfa, Van and Trabzon, respectively, and **Project Assistant** position to be based in Şanlıurfa.

LOCAL WOMEN’S SUPPORT CENTRE (LWSC) COORDINATORS FOR ŞANLIURFA, VAN AND TRABZON:

1. **Şanlıurfa LWSC Coordinator (REF: EWN/01-CC / ŞANLIURFA)** *will be responsible for Adıyaman, Gaziantep, Kilis, Diyarbakır, Batman, Mardin, Şırnak, Siirt, Şanlıurfa and based in Şanlıurfa for 31 months*
2. **Van LWSC Coordinator (REF: EWN/02-CC / VAN)** *will be responsible for Bayburt, Erzincan, Erzurum, Ağrı, Ardahan, Iğdır, Kars, Bingöl, Elazığ, Malatya, Tunceli, Bitlis, Hakkari, Muş, Van and based in Van for 31 months*
3. **Trabzon LWSC Coordinator (REF: EWN/03-CC / TRABZON)** *will be responsible for Artvin, Giresun, Gümüşhane, Ordu, Rize and Trabzon and based in Trabzon for 31 months*

The **Centre Coordinators** will implement the project activities at a regional level and will ensure the delivery of the project objectives in terms of:

- Number of women’s NGOs and local civil servants received training
- Protocols signed between local governments and the NGOs
- Regional and national networks established among the women’s NGOs
- Establishment of new NGOs
- Strengthening the institutional capacity of grant beneficiaries and other relevant stakeholders
- Monitoring the grant scheme projects

Main tasks of the Centre Coordinators (in cooperation with local stakeholders and TAT) **are:**

- Coordinating and assessing field studies

- Supporting/coordinating the design/development of the localised training and counselling programme for the target group
- Scheduling the local training/consultancy programmes
- Coordinating the delivery of training, counselling, networking services of the LWSC
- Coordinating the relation of the TAT with the local stakeholders
- Supporting the settlement of the centre and connected training stations
- Coordinating the identification/selection of local trainees
- Reporting to TAT on achievements of project activities (i.e. regular inputs for project reporting, monitoring and assessment)
- Continuously updating the NGO inventory
- Coordinating and organising the local project meetings and visibility
- Maintaining full time presence in the region throughout the entire project
- Coordinating and facilitating NGO to NGO workshops and NGO to GO workshops
- Providing direct hands-on support to grant beneficiaries on project implementation
- Providing help desk services for women, women's NGOs
- Monitoring the grant scheme projects for the projects implemented in the regions of the each support centre

All three Centre Coordinators will report to the Team Leader

Qualifications and Skills

- University degree in political, social or administrative sciences (e.g. management, economics, sociology, social anthropology, social services, public administrations), education, regional development/planning or engineering
- Good command of English and Turkish
- Having a gender equality perspective
- Awareness of gender equality issues
- Excellent communication and networking skills
- Full computer literacy

General Professional Experience

- Minimum 5 years of professional experience
- Proven experience in project management will be an asset

Specific Professional Experience

- Minimum 2 years of experience in Turkey in NGO development and/or gender equality and/or grant scheme project management
- Detailed knowledge of different monitoring tools in grant schemes will be an asset
- Working experience in the project regions will be an asset
- Working experience with or in the NGOs will be an asset
- Working experience in gender equality will be an asset
- Experiences in EU grant scheme procedures and rules would be preferable

PROJECT ASSISTANT: (REF: EWN/04-PA / ŞANLIURFA)

Qualifications and Skills:

- University degree in social, economic or administrative sciences or at least 5 years equivalent job experience in one of the related fields in social and economic development.
- Excellent command of written and spoken English and Turkish
- Computer skills (Good knowledge on MS-Word, MS- Powerpoint and other MS office applications)
- Excellent organisational skills
- Proven inter-personal and communication skills
- Strong ability to work both independently and in a multi disciplinary team environment

Professional Experience

- At least one year experience in EU projects or in an international environment
- Experience as a Project/ Residential Twinning Adviser Assistant will be an asset
- Proven experience in office management and project administration will be an asset

Job description:

Tasks include but are not limited to:

- Assisting the Technical Assistance Team (TAT) in the day-to-day implementation of the project
- Scheduling and arrangements of the meetings
- Taking and distribution of minutes of the meetings
- Providing support to TAT in preparation of inception and progress reports
- Supervision of logistical support and travel arrangements for missions of long term and short term experts (travel, e.g. booking flights, accommodation arrangements) which would be mainly carried by the Office Manager
- Cooperating with the Office Manager in day to day management of the administrative tasks including maintaining the filing systems and following up the written communications
- Supporting the team in networking with the local support centre staff
- Providing organizational support to training programs, study tours, workshops and seminars
- Preparing routine correspondence requested by the Team Leader
- Maintaining accurate and up-to-date projects accounting registry (Cash and Bank Accounts) in Excel
- Following up the invoices from the third parties to be paid from the Bank Account.
- Preparing the VAT contracts and VAT reporting for procurement purposes
- Assisting in Financial Reporting
- If and when needed, supporting the Technical Assistance Team and the non-key experts in interpretation and translation from English to Turkish and Turkish to English

The Project Assistant will report to the Team Leader

Interested candidates are invited to submit their CVs in [EU format](#) to ewn@ecotec.com preferably in English, including the contact details (max 3 pages).

The deadline for submissions of the CVs is 6 June 2010