

Terms of Reference

Admin and Stakeholder Engagement Officer

Short-term employment offer (6 months)

17 August 2024

ABOUT FIELD READY TÜRKİYE

Field Ready Türkiye (Sahaya Hazir İnovasyon Derneği) is a group of engineers, humanitarian aid and development sectors experts. We have been working in NW Syria and in Türkiye since 2016 and We got our legal registration in Türkiye in February 2021 as a Social Community Organization that seeks to find innovative solutions for the communities' challenges.

Our mission is to work within, and to empower local communities to create sustainable solutions through innovation and entrepreneurship.

As an NGO, Field Ready Türkiye is a part of the global movement to change, and to make what is needed, locally, by local makers, and innovators.

POSITION OVERVIEW

The Admin and Stakeholder Engagement Officer will be integral in supporting the director with project implementation, ensuring effective collaboration with key stakeholders in Gaziantep. The role involves coordinating with trainers, facilitating their needs, and representing the organization in humanitarian coordination working groups related to the project.

KEY RESPONSIBILITIES:

- Assist in planning, coordinating, and executing project activities.
- Prepare and organize progress reports, providing updates to the director on project developments.
- Facilitate communication and collaboration between the NGO and local stakeholders.
- Coordinate with trainers to ensure they have the necessary resources and support for the training programs.
- Coordinate with the partnerships coordinator regarding key formal and official external stakeholders, such as municipalities, chambers, INGOs, etc.
- Represent the organization in humanitarian coordination working groups related to the project, such as the Economic Empowerment working group.
- Provide administrative and logistical support to the director for all NGO-related activities.
- Collaborate with the M&E coordinator, project coordinator, and finance coordinator to ensure seamless project execution.
- Support cross-functional team communication and problem-solving.
- Maintain accurate records of all project-related documents and stakeholder communications.
- Support in translating external communication materials, such as M&E materials, social media captions, visibility materials, etc., from English into Turkish.

QUALIFICATIONS

Educational Background:

- Bachelor's degree in Business Administration, International Relations, Development Studies, or a related field. A Master's degree would be an advantage.

Professional Experience:

- **At least 1-3 years of experience in project administration management, stakeholder engagement, or coordination roles within the humanitarian, development sector.**
- Experience working with NGOs, especially in Türkiye, is highly desirable.
- Proven experience in managing relationships with local and international stakeholders, including government entities, INGOs, and community organizations.
- Experience in reporting and documentation, particularly in the context of humanitarian or development projects.

Technical Skills:

- Strong project management skills, including planning, coordination, and execution of activities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Excellent written and verbal communication skills in English and Turkish.
- Translation experience or proficiency in translating materials from English to Turkish.

Soft Skills:

- Strong interpersonal skills with the ability to build and maintain relationships with diverse stakeholders.
- Excellent organizational skills and attention to detail.
- Problem-solving abilities with a proactive approach to challenges.
- Ability to work independently and as part of a team, with a high level of initiative.

Cultural Sensitivity:

- A strong understanding of the cultural and socio-political context in Türkiye.
- Ability to work effectively in a multicultural environment and adapt to different cultural contexts.

Availability:

- Willingness to commit to a short-term, 6-month contract with the possibility of extension based on project needs and performance.

If interested, please apply using this [online application form](#)

The deadline for applications is 31 August 2024. As we are in a hurry to fill this job vacancy, interviews might begin before the closing date, so early submission is highly recommended.