

**ToR**  
**Admin and HR Assistant (Full-Time) 6 Months Contract**  
**Oct 2024**

### **About Field Ready Türkiye**

Field Ready Türkiye (Sahaya Hazır İnovasyon Derneği) is a group of engineers, humanitarian aid, and development experts. We have been working in NW Syria and Türkiye since 2016, officially registering in Türkiye in February 2021 as a Social Community Organization. Our focus is to develop innovative solutions for community challenges. Our mission is to work within and empower local communities to create sustainable solutions through innovation and entrepreneurship.

As an NGO, Field Ready Türkiye is part of the global movement to drive change, empowering local makers and innovators to create what is needed locally.

### **Purpose of the Role**

The Project Assistant will support the operational and administrative functions of Field Ready Türkiye across Türkiye and NW Syria. The role focuses on ensuring smooth daily operations, supporting HR tasks, and assisting in coordinating project activities. The assistant will help maintain efficient organizational processes and provide administrative support to the broader project team.

### **Key Areas of Accountability**

#### **Administration:**

- Assist with daily office operations, maintaining supplies, coordinating logistics, and managing office space.
- Organize and maintain documentation, including contracts, agreements, and official correspondences.
- Help coordinate meetings, workshops, and events.
- Maintain both physical and digital filing systems, ensuring documentation is up to date and easily accessible.
- Provide administrative support such as scheduling, making travel arrangements, and assisting with procurement processes.

#### **Human Resources:**

- Support the recruitment process, including advertising vacancies and organizing interviews.
- Help maintain employee records such as contracts, timesheets, and leave documentation.
- Assist with onboarding new employees and providing basic HR support.



**FIELD READY TÜRKİYE**  
SAHAYA HAZIR İNOVASYON DERNEĞİ

- Ensure compliance with HR policies and local labor laws in both Türkiye and NW Syria.

#### **Coordination and Compliance:**

- Work closely with project teams to align on administrative and HR processes.
- Ensure compliance with internal policies, donor regulations, and legal requirements.

#### **Experience and Skills**

##### **Qualifications:**

- Bachelor's Degree in Human Resources, Business Administration, or a related field.
- Minimum of 1-2 years of experience in administrative or HR roles.

##### **Knowledge and Experience:**

- Understanding of HR principles and local labor laws.
- Experience in organizing office operations and events.

##### **Skills/Abilities:**

- Strong organizational and time management skills.
- Good interpersonal and communication skills.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Fluency in Turkish (spoken and written) is required.

##### **Desirable:**

- Experience in the humanitarian or development sector.
- Knowledge of Arabic is an asset.

#### **Application Process**

Please submit your application using this link by October 21st, 2024. Shortlisted candidates will be contacted for an interview.