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Livelihoods Project Officer (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.

About the Livelihoods Project Officer:

The Livelihoods Project Officer will support the implementation of livelihoods interventions, working closely with the project team to ensure timely and effective delivery. The officer will play a supportive role in organizing and monitoring activities, assisting in coordination efforts, and ensuring compliance with internal processes and donor regulations.

Purpose of the Role

The Project Officer will be responsible for assisting in the implementation of livelihoods activities, coordinating with team members to ensure smooth execution, and supporting community engagement efforts. Regular field visits and communication with stakeholders will be key components of the role.

Key Areas of Accountability

Project Delivery:

- Assist in the implementation of project activities, ensuring they are executed on time and within the scope of the project plan.
- Support the organization of outreach activities, workshops, and community events, ensuring participation from target groups.
- Provide support in monitoring and evaluation, helping with data collection and documenting findings.
- Conduct occasional field visits to assess community needs and gather feedback on project activities.
- Assist in maintaining relationships with community members, local businesses, and cooperatives to ensure community engagement.
- Help in coordinating the timely procurement and distribution of project materials.



FIELD READY TÜRKİYE
SAHAYA HAZIR İNOVASYON DERNEĞİ

Coordination:

- Maintain regular communication with project team members to ensure alignment on project objectives and progress.
- Assist in representing Field Ready Türkiye in coordination meetings and forums, as needed.

Reporting and Compliance:

- Assist in preparing inputs for project reports and situation reports (sitreps) based on field activities.
- Support compliance with donor rules and regulations, ensuring that internal processes are followed.
- Provide feedback to the project team on progress, challenges, and opportunities.

Experience and Skills

Qualifications:

- Bachelor's Degree in a relevant field such as Economics, Business Administration, International Relations, or a related discipline.
- Minimum of 1 year of experience in livelihoods programs or 2 years of relevant experience in private sector roles.

Knowledge and Experience:

- Experience working with vulnerable populations, particularly youth and adolescents.
- Experience in organizing events and community-based activities.

Skills/Abilities:

- Good interpersonal and communication skills.
- Ability to work in a team environment and manage multiple tasks efficiently.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Fluency in Turkish (spoken and written) is required.

Desirable:

- Experience in humanitarian or emergency contexts.
- Proficiency in spoken and written English is desirable.
- Knowledge of Arabic is considered an asset.

Application Process

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