



FIELD READY TÜRKİYE
SAHAYA HAZIR İNOVASYON DERNEĞİ

Terms of Reference (ToR)

Position Title: Project Assistant

Duty Station: Gaziantep, Türkiye (with occasional travel to Kilis and nearby provinces)

Contract Type: Full-time – One-year contract (renewable based on performance and funding availability)

Start Date: 1st January 2026

Application Deadline: 20 December 2025

1. About Field Ready Türkiye

Field Ready Türkiye (Sahaya Hazır İnovasyon Derneği) is a non-profit organization dedicated to increasing access to essential services and technologies through innovation, local manufacturing, and capacity-building. We work to strengthen local systems and empower communities by delivering practical, sustainable, and inclusive solutions in the humanitarian and development sectors.

2. Background of the Project

This project aims to enhance access to health services for refugee and host communities in Türkiye by supporting the repair, maintenance, and local production of critical biomedical devices in collaboration with public health facilities. The Project Assistant will play a supporting role in ensuring smooth project implementation and coordination.

3. Purpose of the Role

The **Project Assistant** will work under the direct supervision of the Project Coordinator (Biomedical Engineer). The role is primarily administrative and coordination-focused, designed to provide day-to-day support in project planning, logistics, reporting, documentation, and stakeholder engagement.

4. Duties and Responsibilities

Under the supervision of the Project Coordinator, the Project Assistant will be responsible for the following:

A. Administrative and Coordination Support

- Assist in planning and organizing project activities, events, and field visits.



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- Support with procurement and logistics documentation in line with internal and donor procedures.
- Coordinate travel arrangements, meeting schedules, and communication with partners.
- Maintain well-organized project documentation (attendance sheets, delivery notes, photos, etc.).

B. Communication and Reporting

- Draft and translate simple reports, meeting minutes, and emails as requested.
- Support the collection and entry of field-level data and feedback.
- Assist in tracking deliverables and deadlines using project management tools.
- Help prepare periodic reports, summaries, and photo documentation.

C. Field Support

- Participate in field visits to Kilis and other provinces to assist with training sessions, device delivery, or needs assessments.
- Help coordinate with public health facilities, local authorities, and partners.
- Take photos, collect consent forms, and assist with visibility/branding efforts in the field.

D. Other Duties

- Support MEAL activities as needed (e.g., printing surveys, entering basic data).
- Perform other administrative and technical support duties as assigned by the Project Coordinator or senior staff.

5. Qualifications and Experience

Required:

- University degree or associate degree in a relevant field (engineering, social sciences, public health, administration, etc.).
- Minimum 1 year of relevant work or internship experience in project support, administration, or coordination.
- Strong organizational and communication skills.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Fluency in Turkish; good command of English; Arabic is an asset.
- Willingness to travel to field locations (Kilis and others).



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Preferred:

- Experience in the humanitarian or non-profit sector.
- Familiarity with biomedical devices, health-related programs, or technical projects.
- Basic knowledge of procurement or donor reporting requirements.

6. Working Conditions

- Based in Gaziantep with occasional travel (about 20%) to Kilis and surrounding provinces.
- 40 hours/week, standard working hours with flexibility during field activities.
- Reports directly to the Project Coordinator.

7. How to Apply

Interested candidates should complete the application form via the following link:

<https://fieldready.org.tr/index.php/project-assistant/>

Please note:

- Early applicants may be contacted before the deadline for interviews.
- Only shortlisted candidates will be contacted.