**Project Office Assistant**

GÖÇ-DER, in collaboration with the Keçiören Migrant Services Center (KMSC) in the premises of Keçiören Municipality, and in partnership with Save the Children (SC), is welcoming job applications for a **Project Office Assistant.** S/he will be supporting the project “Strengthened Protection and Wellbeing Among Refugee Children, Youth and Adults in Istanbul and Ankara”, which aims to ensure that community activities identify the boys and girls most at risk, safe and ethical referrals are made and communities are engaged in safeguarding children’s protection. The Project activities will be implemented in close collaboration with Keçiören Migrant Services Center specialized on child protection, to support an expansion of the services and ensure a holistic response to children’s protection, wellbeing and development.

Association of Migrant Rights and Social Cohesion (GÖÇ-DER) founded with an aim to conduct researches, creating, implementing and guiding solution strategies, carrying out social cohesion activities and developing national and international policies and projects on migration dynamics, migrants and IDP within the framework of the definitions of the UN Conventions and in accordance with the Law on Foreigners and International Protection and the Regulation on Temporary Protection, takes the role on contributing to building the capacities of the victims of external and internal migration (especially the disadvantaged groups) for ensuring their social well-being and cohesion. It conducts activities to address the challenges on social issues resulted from internal and external migration through researches and projects.

**Reports to:** Project Manager

**Number of individuals to be employed:** 1

**Duration:** 10 Months

**KEY AREAS OF ACCOUNTABILITY**

         Assist the project development and implementation team in implementing Project activities with a special focus on organizing the trainings.

         Support implementation of activities of the project under direct coordination of the Project Manager, assist day to day activities and administrative processes; report regularly on the challenges and progress recorded in realization of activities

         Assist with the planning, organization and logistical arrangement of seminars, trainings and workshops as relevant.

          Keeping meeting minutes and contributing to the reporting process.

         Support resource management of the project via following up project expenditures in close coordination with the Finance Officer.

          Translate daily correspondences and project related documents, reports if requested by the Project Manager.

         Perform other duties as may be assigned by the Project Manager.

**REQUIRED QUALIFICATIONS**

         Bachelor degree in social work, psychology, sociology or administrative sciences

         **At least 1 years of experience** in Project management

         Experience in working through a partner organization (including UN agencies, NGOs and/or municipalities) in a complex stakeholder environment.

         Excellent organizational skills and ability to plan and lead events on protection-related topics.

         Strong skills and capacity for regular reporting.

         Strong interpersonal and communication skills, and highly developed cultural awareness and ability to work well in an environment with people from diverse backgrounds and cultures.

         Strong ability to take initiative.

         Able to work to tight deadlines and under pressure.

Please apply in English or Turkish by sending your up to date CV, explaining your salary expectations to *gocdertr@gmail.com* and mention the position ID that you are assigned to after the application and the position that you are applying on the subject section. The advertisement will be closed **on December 31th 2018 at 11:59 PM (Turkey local time)**.