We are searching for a project assistant in Elazığ, Turkey, for 15 months project funded within CSDVI starting on 1st of April 2021.

**Name of the Project:** Making The Invisible Visible: Mentally Disabled People in Europe and Turkey

**Duration:** 15 months

**Deadline for applications:** 19th of March

**Roles and Responsibilities of the assistant:**

* Managing the events taking place in Elazığ, Turkey and Coimbra, Portugal
* Documentation of the project ( financially and through the Project cycle in coordination with the Project partners in Portugal
* Managing the social media campaign in English, Turkish and Portuguese ( in communication with the Project partner in Portugal )
* Implementing the accounting of the Project and abreast about the documentation of the financial obligations within the contract under the supervision of the Project coordinator
* Documenting the data gathered from the Project activities ( transcribing the talks with the participants, collecting the results from the participants )
* Assist to Project coordinator on external communication with relevant stakeholders in Elazığ, Turkey
* Managing the travels of Portuguese Staff and Turkish participants
* Managing the activities of the association with the local volunteers
* Assist the Portuguese and Turkish participants during the study visits in Turkey and Portugal ( translating, helping concerning the language issues etc. )

**The conditions :**

* Gross Salary: 1100 EUR ( including social security payments, tax payments and the employer contribution ) / This is defined within the budget, and it is unnegotiable.
* Work hours: 40 hours per week ( 20 workdays leave in a year – has to be communicated with project coordinator two weeks in advance )
* Supervised by Project Coordinator, responsible for local 5-10 volunteers
* The position might include travels to Europe and travels in Turkey in 15 month period within the other projects that the organization is a partner.

**The following criteria are the must,**

* Fluent level of English
* Bachelor Graduate ( preferably in social sciences )
* Highly Proficient in Excel and Word
* Have sound knowledge of Visualization products
* Willing to stay in Elazığ for 15 month period
* Willingness to work with disabled people
* Have used Microsoft Teams and can deal with the coordination through Microsoft Teams
* **We don’t expect any professional experience, although working with disabilities as a volunteer or professional is a plus.**
* Experience in EU Funded projects ( NOT IN ERASMUS+ PROJECTS ) is considered as a plus as well.

**The following criteria are preferable; if you have it, that would be great; if you don’t, eagerness to learn through the project cycle is also great.**

* Have sound knowledge of financial accounting
* Have knowledge about Adobe Products ( Illustrator, Indesign and Photoshop )
* Able to speak a basic or intermediate level of Portuguese

The project is open to anyone who is TURKISH Citizen and speak the proficient level of English ( C1 Level ) and Turkish ( C1 Level ).

The interviews will take place on the 20th of March, and the person who applied is expected to start on 1st of April in Elazığ. If the person cannot move during the first month of the Project to Elazığ and reside outside of Elazığ until 15th of April, the position can take place online.

**If your English level does not fit the criteria, please do not send any CV.**

To apply, send an e-mail to onur.tahmaz@gmail.com by putting the subject line as "CSDVI - Job Application / Your Name".

**Organization activities can be seen here**: <https://www.facebook.com/sizofrendelazig/>

Please be noted; it is a grassroots organization, not a cooperate NGO or an INGO, so the tasks might include helping the local activities, developing new projects or involving in other activities of the association. We expect that the person should work independently, be honest and straight about his/her abilities, communicative, deadline and result oriented.

**Background Information about the Project :**

The project proposal developed to **promote the inclusion of disabled people within Europe and Turkey** throughout its activities and **promote their involvement in society in an inclusive manner**. In Turkey, one of the most vulnerable groups is the disabled people with mental disabilities and even though the aids or treatment is provided by governmental organizations to increases the inclusion of disabled people only %20 of the people with mental disabilities are able to access to treatment. Furthermore, due to stigmatization and social exclusion towards to mentally disabled people, most of them are lack of basic social rights such as housing, employment, social security or even education. It worsens when it is considered the families coming from low socio-economic status. According to the ***“Disabled and Elderly Bulletin”***published in May 2019 by *“****General Directorate of Services for Disabled and Elderly”***indicates that even the quota for the public organizations to employ the disabled people is not filled by today and **dependency of the disabled people continues due to lack of economic independence** of the disabled people as they are not able to their right as employment.

On the other hand, the education level of the most employed group among the disabled people is high school graduates which is a result of the lack of higher education access among the disabled people. Mainly the policies concerning the disabled people is not involving the people with disabilities but the professionals dealing with them. Therefore, the visibility of disabled people in education, employment and social life is highly low concerning Turkey. On the other hand, **involvement to education by disabled people** in long run, **will increase the awareness among the general public and increase their visibility within the society**. Concerning the situation related to education of disabled people in Portugal, %99 of the disabled students are in education and 86% of the disabled people have been involved in mainstream education which is around 40% in Turkey. **Inclusive education system in Portugal** provides a positive practice on inclusive methods to increase the visibility of the disadbled people in the education system.

In relation with the **EU Acquis Chapter on Social Policies and Employment,** the rows 226,227 and 228 directly promotes to the participation of people with disabilities ( pupils and students ) to education and trainings, cultural activities and employment and social integration. Therefore the project is as well relevant to the EU Acquis Chapter on Social Policies and Employment. Furthermore, Coronavirus pandemic decreased the visibility of disabled people in education, employment and hinder their participation to the general society. As persons with disabilities are more likely to have poor health and they might need constant support from the health system, during the Coronavirus pandemic, they are one of the most effected group among the other disadvantaged groups. In addition to that, the domestic violence cases are increased all over the world and towards to women with disabilities increased more than the women without disabilities. That’s why, increasing their visibility in general society has more importance than ever.

The project aims to **increase visibility of mentally disabled people in the society and creating a Europe-wide solidarity network among CSOs targeting mentally disabled people to promote the inclusion of disabled to education contributing the Social Policies and Employment Chapter of EU Acquis** with following specific objectives :

* Creating a comparative report on situation of mentally disabled people and their families in the cities of participating organizations from Turkey and EU specifically Portugal
* Implementing social media and internet campaign about mentally disabled people’s issues in the field of education
* Creating a solidarity network among CSOs targeting mentally disabled people in Europe and Turkey
* Developing an evidence-based policy paper to promote the inclusion of disabled people to the education in EU level