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## JOB ANNOUNCEMENT

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*dvv international*, an international adult education organisation and Yuva Association, its partner in Turkey, are running together in Turkey various projects in the field of adult education and lifelong learning. The organisations decided to support the Syrian refugees in Reyhanlı, Hatay by opening a Community Center and providing adult education trainings and psychosocial care.

The Project Coordinator is expected to lead the Project on the ground and report to the donor organisations and the Country Director of Yuva Association on the progress of the Project. He/she is expected to be based in Istanbul, with frequent travelling to Reyhanlı, Hatay.

<b>Position:</b>	<i>Project Coordinator</i>
<b>Field of work:</b>	Support to Syrian Refugees Project
<b>Main responsibility:</b>	Coordination and Management of the Support to Syrian Refugees Project which will be implemented by Yuva Association together with Support to Life (STL) Association
<b>Location:</b>	Yuva Association Headquarters, İstanbul, Kadıköy
<b>Duration:</b>	10 months, starting May 2013, with a possibility of extension

### Job Description

#### **Management of “Support to Syrian Refugees Project”**

- Following the preparatory work for the planning and implementation of project components, including administration, finances, logistics, and communication work
- Recruiting project team members for respective projects and providing orientation and mentoring to staff members, as deemed necessary
- Ensuring that a sound monitoring and evaluation plan is in place
- Supervising and supporting the project team in upgrading the quality of project and operations management on the ground

- Conducting periodic monitoring visits to the project site to provide direction, training and guidance
- Based on periodic reports from the field, preparing progress reports to be submitted to donors, indicating project status and planned versus actual comparisons including target figures and photo documentation
- Working closely with other Yuva departments (such as Admin/Finance) and Project partner STL to ensure the timely implementation of the project within the limitations of the project budget and preparing and submitting financial reports to the donors

### **Representation and External Communication**

- Establishing contact and maintaining communication with project stakeholders
- Representing Yuva with major stakeholders such as public authorities, local governments, NGO's, Embassies, UN agencies, donors and others
- Preparing visual materials and updating the Yuva website in the scope of the project

### **Experience**

- 5 years working experience in NGO sector
- 3 years working experience as Project Coordinator
- Experience in adult education is an asset
- Working with international donors

### **Qualifications**

- University degree and/or training in PCM
- Interest in non – formal adult education
- Being a strong team member and team leader
- Strong communication skills
- Multitasking
- Intercultural skills
- Fluency in reading, writing and speaking English
- (Fluency in German is an asset)
- Being able to travel extensively
- Computer skills

### **Application Process:**

Interested persons should send their application consisting of the following (all in English):

- Cover letter outlining qualifications and experience relevant to the proposed task,
- Updated CV

The application and requests for any additional information/clarifications/documents should be submitted by April 19th 2013 to the following address. Please indicate in the subject line of your mail and in your CV the vacancy title "Project Coordinator - Syrian Refugees":

[vardar@dvv-international.de](mailto:vardar@dvv-international.de)