

Support to Life (STL) / Hayata Destek Dernegi is a non-profit NGO working with the most vulnerable individuals and communities for disaster preparedness, risk reduction, relief and recovery in disaster areas.

In line with its mandate STL has been operating in southern Turkey to provide humanitarian support to the civilian population who have been affected by the conflict in Syria and who have sought refuge in Turkey. STL is now looking for a Project Manager for its Risk Education project with the following specifications:

Position: Risk Education Project Manager

Department: Projects

Responsible to: STL Programme Manager

Supervises: 4 project officers

Start Date: ASAP

Duration: Short term service contract - 4 Months Consultancy with the possibility of extension

Work Place: Antakya,

Turkey Overall responsibilities:

The Risk Education project targets the Syrian refugee population based in Hatay province, Turkey.

The Risk Education Project Manager will be responsible for the overall management of the Risk Education project including planning of the project activities, coordination, monitoring and reporting as well as budget, administration and logistics management. The tasks include further training of the project officers when needed.

Job Description

A. Project Management

- Supervising and supporting the RE teams to ensure the proper execution of tasks;
- Provide basic RE training to the project officers, including refresher training when needed;
- To manage daily and weekly reports as required;
- To make necessary preparations for RE sessions incl. liaising with community leaders, authorities etc.;
- To ensure that the team has the necessary materials and other equipment to carry out the designated activities;
- Following the administrative and other preparatory work for the planning and implementation of project activities, such as monitoring forms, payment plans etc.;
- Monitoring and evaluating field work in order to ensure the quality of ongoing project activities based on identified needs, project plan and budget;

- Ensuring that narrative and financial reports are prepared in accordance with the requirements and regulations of the donor agencies prior to submission;
- Identifying gaps in the management of project components at the field level and undertaking action for their improvement.

B. Project Development

- Carrying out needs assessments in the field using participatory tools for continuous development of the project;
- Identifying needs for further training of the project officers and for recruitment of new officers, and provide the training needed.
- Writing project proposals for potential extension/expansion of the project.

C. Coordination

- Ensuring the collaboration of all stakeholders of the project in the field;
- Undertaking all official meetings with relevant authorities;
- Obtaining official permissions for the smooth implementation of the project;
- Attending all coordination meetings relevant to the project.

Qualifications

Minimum requirements:

☑ University education and training in Social Sciences, Political Sciences, International development or other relevant field.

- Minimum 3 years successful experience with field work and project management;
- Excellent knowledge of Turkish and English (both written and spoken);
- Sound knowledge of and skills in needs assessment, project planning, proposal writing, project implementation, monitoring and evaluation;
- Computer literate including Microsoft Word, Excel and PowerPoint.
- Good understanding of the key principles of accountability, impartiality, neutrality, independence and cooperation;
- Strict adherence to confidentiality and privacy standards.
- The following further qualifications are an asset:
- Demonstrated understanding of and experience with policies, protocols, and procedures of international NGOs and donor agencies;
- Teaching and training skills;
- Experience in community-based participatory methods;
- Excellent analytical/problem-solving skills and detail orientated;
- Strong commitment to teamwork;
- Effective communication, motivating leadership and interpersonal skills;
- Knowledge of Arabic.

Terms and Conditions

STL is an equal opportunity employer. Interested persons are requested to send their application consisting of a cover letter and CV including three professional references.

The application should be submitted by **30 April 2013** to the following e-mail address:

isbasvuru@hayatadestek.org

We kindly request applicants to include the reference code REPM042013.

Please note that only shortlisted candidates will be contacted.

SUPPORT TO LIFE / HAYATA DESTEK

www.supporttolife.org / www.hayatadestek.org