

Background:

The Association of Civil Society Development Center (STGM) was established in 2004 by a group of opinion leaders and civil activists who are influential in domains such as human rights, women, youth, culture, religious rights and environment. STGM is the only civil body in Turkey working nationwide on the capacity building of civil society with its central office and four local NGO support centers in Adana, Denizli, Diyarbakır and Eskişehir. The primary goal of STGM is to support civil society organization in their capacity building efforts so as to ensure their active role in participatory democracy. In this context, STGM extends support to the activities of non-governmental organizations working in some selected areas including gender, children, human rights, youth, environment, rights of the disabled and cultural rights/culture and arts.

Within the scope of the EU funded “Civil Society Development for Active Participation” project to be implemented between November 2009-July 2011 (for 20 months), STGM will assist the Central Finance and Contracts Unit (CFCU) in implementation of two grant schemes for grassroots NGOs, which are based in Turkey and actively working in the thematic areas of the project in order to facilitate and stimulate their networking capacity, project development capacity, improving their relations with public institutions, their lobbying, campaigns, communication and PR activities. In this context, STGM will specifically conduct the following activities:

- Supporting CFCU in formulating the grant management strategy
- Supporting CFCU in setting up guidelines and criteria
- Supporting CFCU in announcement of the grants and organization of pre-grant meetings
- Assisting / supporting NGOs on project proposal development
- Organization of post-grant trainings and support
- Monitoring & evaluation of the awarded projects

The grants manager will carry overall responsibility for these activities together with the grants manager assistant.

Job Definition

The grants manager assistant provides support to the grants manager in all tasks related to the grant schemes.

In particular, the grants manager assistant will have the following duties:

- Assisting the grants manager
- Organizing the announcements and other publicity activities for the grant programs, including the organization and implementation of the pre-grant information meetings.
- Assisting / supporting NGOs on project proposal development.
- Organizing post-grant trainings.
- Assisting preparation of the monitoring and implementation manuals.
- Preparing the monitoring visit program.
- Conducting monitoring visits
- Preparing and/or checking the monitoring reports.
- Reviewing contract modification requests and notifications from the grant beneficiaries.
- Assisting clarifications to all questions and requests from the beneficiaries.
- Assisting the projects in solving their problems during their project implementation.

- Communicating the decisions and directions of the contracting authority (ie. CFCU) to the beneficiaries.
- Conducting spot-check visits when necessary.
- Assisting review of interim and final reports of the projects.

Qualifications and Skills:

- University degree (preferably in social or administrative sciences)
- Having minimum 3 years of professional experience. At least 1 year of proven experience in EU grant scheme management and project monitoring
- Good knowledge on PCM, EU grant procedures and project implementation
- Good knowledge on civil society in Turkey; voluntary or professional experience with an NGO in STGM's target group (cultural rights, children, gender, human rights, environment, youth and people with disabilities) is an asset.
- Having no constraints for frequent travel
- Ability to work in team as well as self motivated
- Being familiar working with different stakeholders
- Strong organizational and personal skills
- Good command of written and spoken English.
- Full computer literacy

Venue and duration:

The grants manager assistant will be hired full-time at STGM's headquarter office in Ankara. The duration of the post is limited with the duration of the "Civil Society Development for Active Participation" project, which will be finalized as of July 2011.