JOB DESCRIPTION FOR TECHNICAL COOPERATION POSITIONS

Instructions:
1. This Form must be completed and returned to the SHRO for approval before the intended recruitment request is submitted to HRD.
2. Time frame required by HRD to review the JD: minimum two weeks

<table>
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<tr>
<th>For HRD Use Only</th>
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<tbody>
<tr>
<td>Job Description Received:</td>
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<tr>
<td>Approved &amp; Returned:</td>
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<table>
<thead>
<tr>
<th>Organisational Unit/Department:</th>
<th>ILO Office for Turkey</th>
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<tbody>
<tr>
<td>Technical Responsible Unit/Department:</td>
<td>ILO Office for Turkey / ILO Migrant Branch</td>
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<tr>
<td>Technical Cooperation Programme:</td>
<td>Strengthening the Resilience of Syrian Women and Girls and Host Communities in Iraq, Jordan and Turkey</td>
</tr>
<tr>
<td>Centralised or Decentralised Project:</td>
<td>Decentralized</td>
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<tr>
<td>Position (Title):</td>
<td>Field Coordination Assistant</td>
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<tr>
<td>Proposed grade (to be confirmed by HRD):</td>
<td>GS-6</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Gaziantep, Turkey</td>
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<tr>
<td>Type of contract (SST, ST or FT):</td>
<td>FT</td>
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<tr>
<td>Source of funding (TC, PSI or RBSA):</td>
<td>TC</td>
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<tr>
<td>Duration:</td>
<td>Until 31.01.2020</td>
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1. **Introduction:** general information about the context in which the official will work / background on the project:

The project, *Strengthening the Resilience of Syrian Women and Girls and Host Communities in Iraq, Jordan and Turkey*, which is funded by EU Regional Trust Fund in Response to Syria Crisis, will develop synergies across the humanitarian-development continuum, in line with, and contributing to, the Priority Areas set forth under the EU Facility for Refugees in Turkey and the 3RP Regional Refuge and Resilience Plan 2017-2018, as well as supporting the First Stage Needs Assessment Covering 2016-2018 Period for Syrians with Temporary Protection Status (TPS) in Turkey, issued by the Ministry of Development of Turkey.

The overall objective (goal) of this project is to ensure that “women, girls and their communities are resilient to conflict, displacement and other crises”. The project aims at social and economic stabilisation of Syrian women and girls, and to contribute into their self-reliance and ability to co-exist via a regional strategy, which envisages the following elements for Turkey:

i. Women refugees and host country nationals are empowered through increased longer term social and economic recovery and livelihood opportunities (Outcome 1);

ii. Women and girls are engaged in promoting social cohesion and co-existence in their communities (Outcome 2).

ILO will be responsible for the implementation of the activities under “Output 1.2: Women are empowered and have access to long-term employment opportunities” and will focus on both demand and supply side of the labour market to improve the employability of refugees and host communities through provision of basic life and labour market skills trainings as well as vocational and technical trainings, all based on local labour market needs.
The Field Coordination Assistant will be based in Gaziantep and will work closely with the Field Coordination Officer.

1. **Reporting lines:**

The Field Coordination Assistant will report to the National Programme Officer (Project Coordinator) under the overall supervision of the Director of the ILO Office for Turkey.

2. **Main duties and responsibilities:**

   1. Provide administrative assistance for the timely delivery of the project results and outputs and carry out specific operational tasks for project and programme activities in Gaziantep.
   2. Assist the Field Coordination Officer in organizing meetings on project activities.
   3. Provide assistance to the project team in organizing their schedule, meetings and missions to Gaziantep.
   4. Work closely with the Finance and Administrative Assistant based in Ankara for administrative and finance matters. Dispatch necessary documents to Ankara in a timely manner.
   5. Assist in drafting terms of references for external collaboration contracts particularly for consultants to be contracted in the field.
   6. Working in close collaboration with the Field Coordination Officer, provide follow-up action on the external collaboration contracts in terms of timely delivery of outputs. Prepare initial acceptance of services & goods for review of relevant project officers.
   7. Establish and maintain close working relations with the local project partners, UN Women and ASAM teams.
   8. Assist in the preparation of technical reports and documents and maintain administrative records. Prepare background material, working papers and tables for briefing and review.
   9. Assist in the logistics and organization of project events, trainings and meetings in Gaziantep. Prepare and follow-up on invitation letters/cards sent for project activities and trainings.
   10. Keep close contact with the beneficiaries of the project in order to evaluate the quality of trainings, their needs, etc.
   11. Comply and maintain a record of contact details of project stakeholders, national and local partners, media and non-governmental organizations.
   12. Perform other duties as may be assigned by the Field Coordination Officer, National Programme Officer and the Director of the ILO Office for Turkey.

**Qualifications requirements:**

*Education*

- Completion of secondary education.

*Experience*

- At least 6 years of general work experience.
- At least two years of specific experience in project implementation in national and/or international settings,
- Experience in providing interpretation/translation services will be an asset.
- Experience in working with vulnerable groups and/or refugees will be an asset.
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Languages

- Good command of English and excellent command of Turkish.
- Knowledge of Arabic will be an asset.

Competencies

- Ability to use word processing and spreadsheet software effectively
- Ability to organize workshops and meetings.
- Good skills for preparation of documents and administrative forms, and for creation and maintenance of filing systems.
- Good knowledge of administrative procedures.
- Ability to search and retrieve information from central databases and compile reports.
- Ability to use computer program and software packages for various administrative actions.
- Good drafting skills.
- Ability to organize own work.
- Ability to maintain records of procurement processes.