## 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>
<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>
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<tr>
<td>Centralised or Decentralised Project:</td>
<td>Decentralized</td>
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<tr>
<td>Position (Title):</td>
<td>Field Coordination Officer</td>
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<td>Proposed grade (to be confirmed by HRD):</td>
<td>NOA</td>
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<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:

1. Women refugees and host country nationals are empowered through increased longer term social and economic recovery and livelihood opportunities (Outcome 1);
2. 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 would 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 Officer will be based in Gaziantep and will undertake the below mentioned duties.
2. Reporting lines:
The Field Coordination Officer will report to the Director of the ILO Office for Turkey.

3. Main duties and responsibilities:

   1. Work in close collaboration and coordination with the project team in Ankara, UN Women and ASAM field teams, local authorities and project stakeholders such as the Gaziantep Governorate, Gaziantep Metropolitan Municipality and Ezogelin Public Education Center to help facilitate the implementation of the field activities in Gaziantep etc.
   
   2. Conduct local market research for procurement of goods and services by identifying local suppliers, trainers and consultants and collecting offers for future contracts in accordance with ILO procurements rules and procedures.
   
   3. Provide advice regarding vocational trainings based on local labour market needs.
   
   4. Oversee logistical and organizational matters and monitor implementation of training, seminars and meetings by consultants and service providers; follow-up on the preparation and delivery of certificates of attendance.
   
   5. Coordinate and follow-up with the external collaborators, vocational training consultants, language facilitators, trainers and other experts assigned by the project to ensure outputs and objectives are met and delivered.
   
   6. Prepare briefs, background information, periodical progress reports, technical reports and statistical data on status of project activities.
   
   7. Prepare and submit timely progress reports on monitoring and evaluation activities to the project team in Ankara.
   
   8. Provide advice to the ILO, the team members as well as the project stakeholders or relevant institutions on the necessary actions to be taken for the timely delivery of the expected project outputs.
   
   9. Brief ILO specialist, project experts, associate experts and visiting officials and provide relevant information on programme matters.
   
   10. Liaise with other projects of the ILO in the same geographical area to ensure complementary synergies and avoid duplications and to provide support to other projects, where necessary.
   
   11. Perform other duties as may be assigned by the Director of ILO Office for Turkey.

Qualifications requirements:

Education
- First level university degree in Economics, Sociology, Social Sciences or related fields.

Experience
- Two years of professional experience in the fields of social policy, employment, public affairs and social integration of vulnerable groups.
- Experience in designing, implementation and monitoring of projects/programmes.
- Experience in working with refugees and asylum seekers will be an asset.
- Experience in working in the South East of Turkey will be an asset.

Languages
- Excellent command of English and Turkish.
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<tr>
<td>Approved &amp; Returned:</td>
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</table>

Competencies

- Knowledge of programme and budget, project administration and evaluation concepts and procedures.
- Knowledge of office-wide activities and objectives.
- Ability to interpret project information and to identify and analyze problems with implementation.
- Good drafting skills.
- Ability to communicate effectively both orally and in writing.
- Ability to clarify information.
- Good computer applications skills.
- Organizational skills.
- Ability to work on own initiative as well as a member of a team.
- Ability to deal with people with tact and diplomacy.
- Ability to supervise staff.