**Project Assistant (based in Ankara)**

**Ref: PA – Ank**

**Required Qualifications**

* University degree (preferably in social sciences or translation and interpreting)
* At least 2 years working experience in international (preferably in EU funded) projects
* Fluent in Turkish and English with strong writing skills
* Strong written and spoken communication skills
* Good knowledge of MS office
* Experience in working with public institutions will be an asset

**Responsibilities**

* Providing logistical and day to day administrative support to the Technical Assistance Team (TAT), including coordinating office supplies, copying, filing, travel arrangements, etc.
* Providing ad hoc translation and interpretation
* Coordinating all the logistical arrangements of the project activities
* Working closely with any logistical support staff provided by the Ministry of National Education (MoNE) for specific activities
* Liaising with the project stakeholders in the pilot provinces of Izmir and Karaman
* Recording project expenditure incurred in Ankara, Izmir and Karaman incompliance with clear financial, administrative and audit procedures
* Providing timely distribution of publications, promotional and training materials
* Writing minutes of all project-related meetings (both in English and Turkish)