**Events Assistant (based in Ankara)**

**Ref: EA – Ank**

**Required Qualification**

* University degree preferably in social sciences
* At least 2 years working experience in international projects (preferably in EU funded projects) in the capacity of event management
* Experience in organizing large scale international events
* Fluent in Turkish and English with strong skills
* Strong written and spoken communication skills
* Good knowledge of MS office
* Experience in working with public institutions will be an asset

**Responsibilities**

* Providing support to the organisation of all project related activities in Ankara and pilot provinces
* Providing support to the project assistant in travel and accommodation arrangements for all project related activities
* Liaising with the project assistants in Ankara and pilot provinces regarding the project related activities
* Coordinating all the logistical arrangements of the project activities