**Project Assistant (based in Trabzon, Şanlıurfa, Malatya)**

**Ref: PA – Trb**

**Ref: PA – Urf**

**Ref: PA – Mlt**

**Required Qualifications**

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

**Responsibilities**

* Providing logistical, day to day administrative and secretarial support to the Technical Assistance Team (TAT) when delivering activities in the pilot provinces
* Coordinating the logistics arrangements of the project activities in pilot provinces
* Liaising with the project stakeholders in the pilot provinces
* Recording project expenditure incurred in the pilot provinces in compliance with clear financial, administrative and audit procedures
* Providing timely distribution of publications, promotional and training materials
* Writing minutes of project-related meetings in the pilot provinces