



This project is co-financed by the European Union and the Republic of Türkiye.

EU PROJECT - (IQVET-III) Staff Employment Announcement

Full-time "**Administrative Support Staff**" will be employed in the

"Building Capacity of VET Institutions by Innovative Approaches in IT Transformation" project financed under the "Technical Assistance for Institutional Capacity Building within the scope of the Implementation of Employment, Education and Social Policies Sectoral Operational Program (EESP SOP)"

Job Description

- Be responsible for the overall direction and coordination of all activities related to administration,
- Manage and follow weekly/monthly reporting,
- Prepare materials for meetings and provide post-meeting follow-up notes and Project files,
- Collaborate with accountant for financial details,
- Support activity plans,
- Support participants,
- Provide executive support to the Project Manager, as well as assist other project team members,
- Assist with the preparation of presentations and narrative documentation,
- Maintain an effective computer based filing system and manual filing systems where appropriate,
- Arrange international travel itinerary and hotel bookings,
- Organize external and internal meetings.

Qualification

- Project management support abilities,
- Experience in complex projects as a support staff,
- Experience in agile projects,
- Outstanding communication and organizational skills,
- Confident appearance with third parties,
- Proactive way of working,
- Higher education degree,
- Fluent in English,
- Residing in Istanbul, where our headquarters is located.



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Candidates should send their CVs together with the cover letter to info@tbv.org.tr **until 18:00 on Wednesday, 31 August, 2022.**