



INTERNATIONAL CHILDREN'S CENTRE

Terms of Reference

Project Officer

(Full-Time)

BACKGROUND AND RATIONALE

ICC is the secretariat of the Partnership Network for Preventing Violence. Against Children (PVAC Network) has been working in advocacy and monitoring & reporting child rights violations and state's compliance since 2011, all the while implementing capacity building activities for its members, for other CSOs, and for good network management.

WORKING RELATIONSHIPS

The Project Officer interacts with a wide variety of colleagues within the International Children's Center (ICC) and with stakeholders of the project. The Project Officer will be working in close relation with the project's Admin and Finance officer and reports to ICC's Child Rights Program Coordinator.

JOB DESCRIPTION

The Project Officer will be responsible for the technical aspects of the projects. Apart from establishing effective communication with partners and stakeholder, coordinating experts and other technical tasks, the officer will provide new ways to use Network's online tools to better reach to children, families, policy-law makers, professionals working with/for children. It is also expected from the officer to establish a better communication structure among members and provide suggestions and methods for PVAC Network to better explain itself and its work to target groups. The officer will establish a system for development of knowledge from monitoring reporting activities and translate them into advocacy and lobbying efforts, all the while ensuring child participation

The position will for 11 months in Ankara. The renewal of the contract will be dependent on the performance and availability of funds.

The Project Officer *will be based in the project office in ICC (Ankara Bilkent) and support the team with;*

- Over all planning, re-planning of project's components and ensuring the smooth implementation of the project according to changing needs,
- Day to day coordination of project activities and experts,
- Close monitoring, support and contribution for the preparation and timely delivery of project outputs and deliverables,
- Conducting visits to stakeholders in order to promote the activities and outputs,
- Process, format and proof-read reports, documents, publications and correspondence related to the work of the unit from draft texts,
- Preparation of Media and Press info notes, and briefing notes for stakeholders,
- Writing up of meeting/organization minutes and reports,
- Cooperation with the project team and with the project funding institution,
- Support to project experts as needed,
- Brief interpretation/translation for international experts, as required,
- Perform other duties as required,



- Lead and conduct the restructuring of internet websites and utilization of social media tools,
- Liaise with graphic designer,
- Provide facilitation and deliver presentations during meetings,
- Assist other projects.

Languages:

- Good knowledge of English, and Turkish

IT Skills:

- Good knowledge of the MS Office applications, Outlook, internet and office technology equipment
- Willingness to learn other simple programs as required

Application Procedure

For application you may send your up to date CV and cover letter in English to İrem Kor irem.kor@bilkent.edu.tr no later than 10 February 2019 indicating in the subject line of the e-mail the "Application for Project Officer SWC"

Only shortlisted candidates will be contacted. The interviews and recruitment will be on rolling basis.