



INTERNATIONAL CHILDREN'S CENTRE

Terms of Reference

PROJECT OFFICER

(Full-Time)

BACKGROUND AND RATIONALE

Recent research, consultations with NGOs and news on the media indicate to the existence of trafficking of children for sexual purposes, including child sex tourism in Turkey. In order to strengthen the preventive dimension of the fight against child trafficking for sexual purposes, activities targeted at hotel and transport professionals that are able to recognize the indicators of trafficking of children for sexual purposes is needed. Additionally special attention should be given to the refugees, migrants and asylum seekers entering and/or exiting Turkey as they constitute a high risk group.

Two sets of activities are proposed aiming primarily at preventing child trafficking for sexual purposes. First set of activities concern the preparation and implementation of training of trainers for hotel and transport professionals. Preparation of training materials and introducing the model of training of trainers (ToTs) would incentivize these businesses to continue disseminate the information within their organizations, ultimately becoming a regular part of orientation of their personnel. Second set of activities concern the preparation and distribution of simple, understandable and effective advocacy materials.

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 and ICC.

JOB DESCRIPTION

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

- 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,
- Coordination and logistics management,
- Management of correspondences and archive,
- Make arrangements for meetings, seminars and events: implement logistics (travel, accommodation, transfer etc.), prepare correspondence, compile and distribute documents, make administrative arrangements,
- 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,
- Writing up of meeting/organization minutes and reports,
- Reporting, correspondences, filing and archive,
- Organization of expert missions,
- Cooperation with the project team and with the project funding institution,
- Support to project experts as needed,
- Interpretation/translation for international experts, as required,
- Perform other duties as required,
- Assist other projects when possible.

**Education:**

- University degree in International Relations, Political Sciences, Public and/or Business Administration, Law

Experience:

- Relevant experience in EU or internationally funded projects.
- Relevant experience in working in child rights

Languages:

- Good knowledge of English, and Turkish

IT Skills:

- Good knowledge of the MS Office applications, internet and office technology equipment

General Skills:

- Having good organization, coordination, filing and archiving skills
- Hardworking with follow-up and multitasking abilities
- Ability to revise/edit reports
- Diplomatic attitude and able to work result-oriented within a multi-cultural team setup.
- Ability to work under pressure.

Application Procedure

For application you may send your up to date CV to erdemli@icc.org.tr no later than 20 January 2017 indicating in the subject line of the e-mail the "Application for Project Officer Business and Child Rights"

Only shortlisted candidates will be contacted.