

## VACANCY

### Project assistant (full time): women participation in local elections in Türkiye May 2024 - July 2025

#### Where and when: Türkiye (remote), ASAP

Initiated in January 2023, WE ACT project aims to strengthen the representation and participation of women in the political sphere at the local level in Türkiye. It is supported by the European Union Delegation to Türkiye under the Thematic Programme on Human Rights and Democracy, and is implemented by ALDA together with the Turkish association Daktilo 1984 for a duration of 30 months within the 7 regions of Türkiye. To reach its final goal, the project is articulated through 3 strands of actions over a period of 30 months:

- Empowering women aspiring to run in the 2024 local elections in the 7 Turkish regions by providing them with capacity building, training and coaching to prepare and run effectively an electoral campaign, but also to perform a good local and participatory governance, if elected
- Supporting Turkish civil society associations working for women and/or LGBTIQ+ communities to strengthen them in their concrete actions and advocacy efforts towards policy making
- Supporting media actors to both ensure greater visibility for women politicians and counter and reduce sexist discourse and stereotypes in the media

ALDA is the lead organization for the implementation of the project. Therefore, it is responsible for responding to the European Commission, coordinating the consortium of partners to ensure the proper implementation of the project, and finally for ensuring the active involvement of the beneficiaries of the project throughout Türkiye. In this regard, it is looking for a half-time consultant on-site to assist the Project Officer in charge of the project, particularly on tasks related to the administrative process and the implementation of activities.

ALDA - the European Association for Local Democracy, is dedicated to the promotion of good governance and citizen participation at the local level. ALDA implements activities that facilitate cooperation between local authorities and civil society. It was created in 1999 on the initiative of the Council of Europe to coordinate and support the network of Local Democracy Agencies, which are autonomous and locally registered NGOs acting as promoters of good governance and local autonomy. Today, ALDA is a key actor in the field of local democracy, active citizenship and cooperation between local authorities and civil society in several European and non-European countries.

For more information, please visit our website: [www.alda-europe.eu](http://www.alda-europe.eu)

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## Main missions and responsibilities

Based in Türkiye (ideally in Istanbul) under the supervision of the Project Coordinator, and thanks to their knowledge of the country context, the Project Assistant will be responsible for:

- Supporting ALDA's project Coordinator in the technical implementation of activities in Türkiye, especially at the logistical, operational and organizational level, including project reporting
- Supporting the organisation and implementation of the activities under the responsibility of ALDA, including:
  - Supervising the coaching activity along with the Project Coordinator and ALDA's mentors
  - Key public events of the project, namely the mid-term event (22nd May 2024) and final event (June 2025), in Istanbul
- Contributing to the monitoring in terms of activity implementation and reporting matters of the 21 micro-projects sponsored by the project's subgranting scheme
- Supporting the communication tasks of the project (social media management, newsletter drafting, contributing to the update of ALDA's webpage on the project...)

## Required skills

- Proven experience in organising events and activities with different audiences, especially in Türkiye
- Good knowledge of the context and the institutional/civil society actors, preferably at the local level
- Organisational skills
- Excellent interpersonal and communication skills
- Mastery of basic IT tools, in particular the Office, social networks
- Experience in project management and implementation (especially with EU-funded projects), administrative experience is a plus
- Experience in project communication and dissemination (management of social networks, creation of content, newsletters, visuals, etc.)

## Transversals skills

- Strong interest in issues related to gender equality and policies, electoral matters and political participation
- Determination, motivation and dynamism
- Spirit of initiative
- Ability to work both independently and in a team
- Ability to adapt to different cultural environments
- Neutrality and respect for the plurality of opinions

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## Educational background and linguistic proficiency

- University degree in any field relevant to the position (international relations, diplomacy, project development/management, etc.)
- At least 1 year of professional experience in any field relevant to the position
- Perfect command of both Turkish and English - both written and spoken (any additional language is a plus).

## Contract specifics

The contract is meant to be stipulated for a duration of 1 year, renewable, and includes a probation period of 2 months. The contract may have a renewal, considering that the project is ending in July 2025 and the position could be then reverted to other projects.

The Project Assistant must be based in Türkiye (ideally in Istanbul) but will work from home outside of scheduled meetings and events. Frequent travel throughout Türkiye is expected. Travel costs will be covered by ALDA.

The position consists of a full-time position.

The contract is a consultancy contract. The salary range is between 1.100-1.400 €, based on the experience and qualifications of the candidate. All interested individuals or legal entities with the ability to produce invoices can apply. The foreseen annual quotation covers the 12 months of contract.

## How to apply

Interested applicants should fill in the following [template](#), with a Letter of Intent and Curriculum Vitae (CV) in English.

Applications must be received **on or before 15<sup>th</sup> of May 2024**. Interviews will take place the following days.

For any further information, please contact [HR@alda-europe.eu](mailto:HR@alda-europe.eu)

*Please note that due to the expected high number of applications, only shortlisted candidates will be contacted. Thank you for your understanding!*

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