



We are looking for a Grants Officer to join our team!

TUANA Education Consulting Company (TUANA Projects) has been providing various consultancy services mainly in the fields of education activities, social responsibility projects, humanitarian aid services, development, sustainability, third part monitoring and project implementation since 2014. The company is looking for a **Grants Officer** for expanding financial capacity of the organization by developing new proposals, following tender calls and completion of applications.

Interested candidates are invited to submit their CVs in English, no more than 2 pages to this address; hr@tuanaprojects.com Please check the job description for detailed information. Salary expectation must be indicated in the CV (not in the e-mail) for short listing process.

SUMMARY:

Hierarchical Link: Based in the HQ Office in Istanbul (Asian Side) the Grants Officer will be under the direct supervision of General Manager.

Deadline for application: 30 September 2022

Expected starting date: After 15 October 2022 (TBC)

Duration: 1 year (initial contract) and to be extended based on performance

Experience: 2-5 years (internships or voluntary services can be counted if relevant)

Language: Turkish and Advanced level of English (must)

Nationality: Turkish Nationals only

Core Duties:

- Sector follow -up for social projects, humanitarian aid and continuing education, vocational trainings and online courses at the universities
- Analyzing the current fundraising landscape for consulting companies, including research of prospective donors, partners and stakeholders and how to reach them
- Follow up tender calls, informing the supervisor on regular basis for applications
- Uploading the company documents to donor systems and keep all company IDs updated.
- Ensure the production of Concept Notes, Proposals and Donor Reports, in coordinating and compiling the provision of inputs, including financial documentation
- Prepare briefing materials on project activities, insert in company presentation
- Help to provide guidance on donor/partner rules and regulations during project implementation/service provision and reporting processes.
- In collaboration with Project Managers/Field Coordinators, follow-up proof reading for field reports with financial progress summary and company presentations
- Follow -up project archive and keep the most updated documents ready
- Support all other company activities based on needs.



Knowledge & Qualification

- Bachelor's degree in social sciences and related fields
- Master Degree will be an advantage

Experience

- At least 2 years of relevant professional experience, including in humanitarian mission and or development projects; internships or voluntary services can be counted if relevancy is justified
- Proven experience in reporting, proposal writing, and communication;
- Experience in related to grants and project cycle management;
- Excellent research and analysis skills;
- Experience in working on the Syrian and preferably in Ukrainian humanitarian context.
- Prior experience of working on UN, EU and US funded projects a plus.
- Prior experience of working in consultancy services is a plus.
- Prior experience of volunteer activities is a plus

Languages

- Required: Advance Level English (oral and written);
- Required: Turkish (mother tongue of advance level)
- Preferable: Arabic, French or Russian (is a plus)

IT & Equipment

- Good proficiency with Microsoft Office Programs
- Experience in data analysis and using data management tools

General Qualities required:

- Excellent time management with strict deadlines
- Excellent written and verbal communications skills
- Strong organizational and communication skills are mandatory
- Committed, with an ability to take initiative and work autonomously
- Diplomatic and presentation skills
- Ability to work in an international context and collaborate with international and national experts; and strong capacity to adapt in fast changing environment.
- Familiar with multicultural working environment and interpersonal flexibility for different cultural and educational backgrounds and respect for gender equality
- Having good team spirit and having target orientation perception in accomplishing tasks
- Flexibility and willingness to support other company task



TUANA Projects is a non-smoking working environment. Due to the urgency to fill this post, TUANA Projects reserves the right to review the CVs on a rolling basis and selected candidates may be interviewed prior to the closing dates listed, therefore early applications are encouraged. Please note that only short-listed candidates will be contacted for the first interview and CVs without salary expectation may not be shortlisted due to time limits to review. TUANA Projects retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer a contract with a modified job description or for a different duration, or to offer a contract at a lower grade.