

Terms of References Form

Job Description No.		Effective Date:	/ / 20
Department/Section	Project/DSCS	Last Revision Date:	// 20
Job Title:	Liaison/Outreach Officer and Assistant		
Direct Manager:	Strategy Lead	Reports To:	Strategy Lead
Regular percentage work	100%		

General Purpose

Responsible for the outreach and network with local communities in the three regions in SE Turkey, and recruiting individuals and organizations in the Syrian refugee community and local host communities. Streamline operations, resolve issues, improve communications, and generally ensure that the relationship is as good as possible. This person will also assist the Strategic Lead of Tastakel admin of the project by liaising with all project units.

Principal Duties and Responsibilities

1. Responsible for the outreach and network with local communities in the three regions in SE Turkey.
2. Recruiting individuals and organizations in the Syrian refugee community and local host communities.
3. This person will also assist the Strategy Lead of TASTAKEL in admin work for project by liaising with all project units.
4. Acting as contact points for all organizational personnel and represent the organization in project's related meetings
5. Facilitate cooperation between TASTAKEL I and the project's partners and communicate priorities and concerns the Management level;
6. Proactively solve conflicts and address issues that could occur between the organizational and the other entity.
7. Attend and organize relevant meetings to support the implementation and coordination of DSCS project.
8. Ensure follow-up on the activities progress, as required.
9. Recommend responses and action plans as a result of interacting with the project's team;
10. Enable the flow of information between all relevant parties;
11. Compile and share reports about particular incidents, events, or updates on important issue for the project;
12. Participate in trainings, workshops, supervision and implementation support missions, and 'learning-by-doing' opportunities related to the project as requested.
13. Perform any other duties as required by the Strategy Lead.

Qualification (Education and Related Work Experience)

Qualification:

University degree in International Relations, Business Administration or equivalent

Skills:

1. At least 4 years' experience working in the local community programmes; multilingual and able to interact with Turkish authorities.
2. Demonstrated knowledge of the Syrian Context in Turkey.
3. Ability in effectively communicating with and coordinating across diverse groups of stakeholders, including project staff, partners, government authorities, private sector, communities as well as beneficiaries.
4. Capability to negotiate with and influence others.
5. Ability to thrive in a fast-paced and sometimes high-pressure environment.
6. Excellent verbal and written communication skills in Arabic and English, i
7. The candidate will demonstrate openness in sharing information.
8. Ability to work with a team.

Conditions

- Office work required
- Attended meeting and meet donor