Title: Project Assistant
Main Duty Station and Location: Ankara, National Ozone Unit
Mission/s to: As required within and outside of the country
Start of Contract (EOD): 1 January 2020
End of Contract (COB): 30 December 2020
Type of Employment: Full time

ORGANIZATIONAL CONTEXT

Turkey as one of the Parties to the Montreal Protocol (MP) on Substances that Deplete the Ozone Layer, owns a portfolio of projects and activities for the fulfilment of the Protocol in cooperation with UNIDO as the leading implementing agency in the country.

Under this portfolio, the Institutional Strengthening (IS) project has an important role for enhancing the existing capacity of National Ozone Unit (NOU) established under the Turkey Ministry of Environment and Urbanization, General Directorate of Environmental Management, as being the national entity responsible for the national coordination of the Protocol activities.

The National Ozone Unit under the auspices of the Ministry of Environment and Urbanization of the Republic of Turkey is responsible for the coordination of project implementation in accordance with the objectives and activities related to HPMP projects, Institutional Strengthening Project and Enabling Activities for the early ratification of the Kigali Amendment and has a major role in the process of monitoring all those project activities.

PROJECT CONTEXT

The project aims to provide assistance to the country, with the strengthening of NOU for the fulfilment of the country requirements in line with the protocol, via various activities such as the data collection and verification, country reporting, development and revision of relevant legislations, organization of public awareness activities, meetings, workshops, along with supporting the implementation of the MP national projects.
**MAIN DUTIES**

The Project Assistant will provide day-to-day assistance and support to NOU under the supervision of the NOU Focal point and in liaison with UNIDO Representative in Turkey.

Implementation, organization and follow up of events and activities (trainings, workshops, meetings, etc) related to Montreal Protocol projects.

Provide administrative support such as emailing, archiving, etc.

Supporting the NOU Office in daily official documentation.

Other relevant support requested by NOU

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<tr>
<th>Concrete measurable outputs to be achieved</th>
<th>Expected duration</th>
<th>Location</th>
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<tbody>
<tr>
<td>Daily support for the NOU Office</td>
<td>Full-time</td>
<td>Ankara Turkey NOU Office (Ministry of Environment and Urbanization)</td>
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**REQUIRED COMPETENCIES**

**Core values:**
1. Integrity
2. Professionalism
3. Respect for diversity

**Core competencies:**
1. Results orientation and accountability
2. Planning and organizing
3. Communication and trust
4. Team orientation

**MINIMUM REQUIREMENTS**

**Education:**
BSc degree in international relations, education, economics, environment sciences, urban/regional planning or relevant fields (MSc Degree in relevant fields or MBA is an asset.).
At least a minimum of two years working experience in the relevant fields.
Please note that internship will be considered as supporting information but not as work experience.

**Technical and Functional Experience:**
Working experience in international organisations or projects, preferably on environment and sustainable development (Montreal Protocol, Climate Change, etc).
Excellent organizational skills and use of IT user programme (MS, Word, MS Excel, etc).

**Languages:**
Fluency in written and spoken English is required. Second language is asset.