

TERMS OF REFERENCE INSTITUTIONAL COORDINATOR

Expertise France is looking for Institutional Coordinator to support the programme implementation in Osmaniye province within VET4JOB II.

1. EXPERTISE FRANCE

Expertise France is the French public agency for international cooperation, which implements projects aligned with Sustainable Development Goals (SDGs) and France's external action priorities. Expertise France's core mission is to support partner countries in enhancing the quality of their public policies to tackle complex environmental, social, economic, and security challenges. Key areas of Expertise France's focus include:

- Democratic, economic, and financial governance,
- Stability, international security, and peace,
- Sustainable development, climate, and agriculture, and
- Health and human development.

2. THE PROGRAMME

Since March 1st, 2024, Expertise France is implementing Phase II of its İMEP/VET4JOB-II programme, entitled *"Improving the employment prospects for the refugees and host communities by high-quality VET and apprenticeship in Türkiye"*, in partnership with EDUSER. Phase II, which will be implemented until 01.12.2028. It is a continuation of the VET4JOB I programme which has been implemented from 01.01.2020 until 30.09.2024.

The VET4JOB programme, funded by the Delegation of the European Union to Türkiye, is supporting the development of skills for refugees and host communities in Türkiye, for both adults and adolescents, through high-quality vocational training and apprenticeship training, in line with the needs of the labour market.

The VET4JOB programme aims to (i) increase the demand and access of refugee and Turkish youth (14-22) and vulnerable adults to high-quality apprenticeship training, vocational training, and guidance services; (ii) support the fight against child labour; and (iii) increase social cohesion between refugees and host communities.

Overall, the VET4JOB II aim to enhance livelihood opportunities to refugees and communities in Türkiye.

3. DESCRIPTION OF THE ROLE

The **Part-Time Institutional Coordinator (Arabic-speaking)**, under the supervision of the Regional Coordinator, will play a critical role in supporting the coordination and implementation of programme activities at the local level. The position will be implemented on a **part-time basis until April 2027**, after which the continuation and/or transition to a **full-time arrangement will be decided based on programme needs and operational requirements**.

The Institutional Coordinator will work transversally with all divisions of the VET4JOB-II Programme, ensuring it collaborate with these interconnected divisions to ensure seamless and cohesive programme delivery in the field.

The Institutional Coordinator's main responsibilities (non-exhaustive list) will include:

1. **Event Organisation**
 - Coordinate and support the organization of various programme-related events, such as meetings, conferences, training sessions, social cohesion initiatives, extracurricular activities, and awareness campaigns.
 - Ensure smooth logistical and operational arrangements for these events.
2. **Programme Implementation and Monitoring**
 - Assist the Regional Coordinator in the implementation, tracking, and reporting of activities conducted at the institutional or provincial level.
 - Regularly monitor the progress of activities to ensure alignment with programme goals.
3. **Support to Vocational Training Centres (VTCs)**
 - Provide assistance for day-to-day operations in the VTCs when necessary, ensuring efficient functioning and adherence to programme guidelines.
4. **Documentation and Reporting**
 - Complete monitoring documents accurately and in accordance with the instructions provided by the central programme team.
 - Submit all required monitoring documents to the Regional Coordinator and relevant experts within the set timelines.
5. **Document Collection and Submission**
 - Collect, verify, and submit all programme-related documentation, including:
 - Originals of locally signed contracts,
 - Timesheets,
 - Course attendance sheets,
 - Monitoring charts,
 - Meeting signature charts.
 - Ensure timely delivery of these documents to the Central Programme Team.
6. **Invoice Management**
 - Gather all invoices related to programme activities, verify their conformity, and submit the originals to the Central Operations Team while maintaining copies for institutional records.
7. **General Programme Support**
 - Execute additional tasks related to the programme as assigned by the Central Programme Office or the Regional Coordinator.

The Institutional Coordinator's role is integral to the successful implementation of the programme's objectives, requiring meticulous attention to detail, proactive communication, and effective coordination with all stakeholders.

4. REQUESTED PROFILE

- Bachelor's degree (BA)
- 3 years of professional experience in social support projects with vulnerable groups ideally refugees, IDPs, youth, women
- Theoretical and practical knowledge and understanding of social cohesion context
- Sound knowledge on the Syrian under temporary protection population in Türkiye
- Experience within public agencies/ public offices, European Union funded programmes or international projects
- Good knowledge and working experience of Turkish institutions and policies, especially of the Ministry of National Education, as well as the civil society organisations
- Fluency in Turkish and **Arabic is mandatory**.
- Professional working knowledge of English is an asset

- Highest demonstrable professional skills on:
 - Inter-cultural communication
 - Teamwork
 - Autonomy and initiative
- Computer skills: Knowledge of office software packages (MS Word, Excel, etc.)

5. APPLICATIONS

Deadline for submission of applications: 30.08.2026

Applications must be made in English. Please send your application including;

- **A CV, including 2 references**
- **A cover letter**

Applications received via email will not be considered.

6. Position specifications

Type of contract: Part-time

Estimated assignment period: 8 months

Location: Osmaniye (VTC)

Starting date: 15 September 2026 as per selection process specifications

Reports to: Regional coordinator

Line management of: N/A

7. SELECTION PROCESS

The selection of candidate will follow a phased approach designed to ensure alignment with implementation requirements and budgetary constraints. The process will proceed as follows:

a) Shortlisting Phase:

- Expertise France will establish a **roster of potential candidates** by evaluating expressions of interest based on pre-defined criteria.
- Candidates demonstrating the requisite qualifications, experience, and alignment with the objectives of the project will be included in the shortlist.

b) Interview Phase:

- Shortlisted candidates may be invited for an **interview** to assess their suitability for specific roles and tasks.
- The interview process will provide an opportunity to evaluate the candidates' technical expertise, professional experience, and ability to contribute to project objectives.

Important: Incomplete applications will not be reviewed. Only shortlisted candidates will be notified.