

## TERMS OF REFERENCE

### ADMINISTRATIVE & LOGISTICS ASSISTANT

Expertise France (EF) is looking for a Procurement and Logistics Assistant to support the procurement, finance and logistics aspects of its VET4JOB II programme. The position will be based in the EF Ankara Office, with occasional travel to the 14 programme provinces where the activities will be implemented.

#### 1. THE ROLE

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**Type of contract:** Full-time

**Estimated assignment period:** From 16/02/2026 to 30/11/2028

**Location:** Ankara, with occasional travel to other provinces of implementation

**Starting date:** 16 February 2026

**Reports to:** Procurement and Logistics Manager (100%)

**Line management of:** N/A

#### 2. EXPERTISE FRANCE

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Expertise France is France's public agency and interministerial actor in charge of international technical cooperation, the second-largest in Europe. As a subsidiary of Agence Française de Développement Group (AFD Group), it designs and implements projects that sustainably strengthen public policies in developing and emerging countries. Expertise France works in key areas of development: governance, security, climate change, health, education, and more. Alongside its partners, it contributes to achieving the Sustainable Development Goals (SDGs).

#### 3. THE PROJECT

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Starting March 1<sup>st</sup>, 2024, Expertise France has been implementing Phase II of its İMEP/VET4JOB 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 December 1<sup>st</sup>, 2028, will be the continuation of the VET4JOB I programme which has been implemented since 01.01.2020.

The İMEP/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 İMEP/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 İMEP/VET4JOB Phase II will aim to enhance livelihood opportunities to refugees and communities in Türkiye.

#### 4. DESCRIPTION OF THE TASKS

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Under the supervision of Procurement and Logistics Manager, the Admin and Logistics Assistant is responsible for following tasks:

### **Conduct logistics support for Central Office;**

- Prepare and follow up the ownership transfer of the programme procured equipment or material to VTCs or companies where apprentices have their practical training by following Expertise France regulations
- Providing logistical and day to day administrative support to the Team, including coordinating office supplies, copying, filing, travel arrangements, coordination of cleaning of the office, courier, repair and maintenance requirements etc.
- Leading day-to-day communications with service providers (building management, insurance, telephone, office supplies, courier, and internet providers, etc.). This also involves the systematic review of related invoices and reassess ongoing supplier contracts on a regular basis
- Developing and updating suppliers list and price lists used by the Office
- Contributing to procurement process and following up office property, supplies, and services
- Organizing the packing of goods to be dispatched to the destinations and following up safely, securely, and on-time delivery
- Setting up office usage for new staff to ensure furniture and IT equipment are properly installed, assists in the briefing and welcoming of newly recruited personnel;
- Supporting the whole Team on IT related matters, coordinating with the IT consultant company
- Preparing mission orders and mission security clearance
- Providing hotel quotations, bookings, logistical support, accommodations, venue set up, transport arrangements for staff missions
- Conduct timely physical count of inventory
- Verifying the labelling of all property goods in conformity with the inventory database
- Before departure of staff, ensure that all the items that were entrusted to the person are returned in a good state

### **Facilitate and coordinate information flow regarding logistics between central and provincial levels;**

- Coordinating all the logistical arrangements of the programme activities, especially the events, trainings, and field visits, including travel and accommodation bookings, venue hire, and supplies in line with the needs framed by the procurement and logistics manager
- Supporting local programme staff on purchase requests (electronic devices, stationary, consumables, etc.) in accordance with the needs determined
- Performing any other logistic duties as requested by the Procurement Manager

### **Administrative Support;**

- Support the post event verification of logistics and financial documents (Rooming lists, travel tickets, transfers, etc.)
- Support archiving of all finance and procurement documentation in accordance with the audit requirements
- Support any administrative matters requested by the Procurement and Logistics Manager

## **5. REQUESTED PROFILE**

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- University degree (preferably in business administration, finance)
- At least 3 years working experience in a similar position, preferably in international projects
- Experience with EU-funded projects would be a strong asset
- Fluent in Turkish and English with strong writing skills
- Strong written and spoken communication skills
- Excellent attention to details
- Good knowledge of MS office, especially MS Excel
- Experience working with international agencies or organisations would be an asset
- Ability to work to deadlines with good prioritization and time management skills
- Demonstrated ability to work in a multicultural environment and to maintain effective working relations with people of different national and cultural backgrounds

## **6. APPLICATIONS**

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Interested individuals are invited to submit a proposal, which should include the following:

- A CV demonstrating relevant experiences, with at least two references.
- A one-pager cover letter outlining approach, motivation and availability.

## **7. SELECTION PROCESS**

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Incomplete applications will not be considered.

Only shortlisted applicants will be contacted.