

## TERMS OF REFERENCE PROGRAMME OFFICER

Expertise France is looking for a Programme Officer to support the Programme implementation by designing, implementing and monitoring programme's activities.

The Programme Officer will be based in the EF Ankara Office, with frequent travel to the 14 Programme provinces where the activities will be implemented.

### 1. THE ROLE

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**Type of contract:** Full-time-Definite

**Estimated assignment period:** From 01/04/2026 to 30/11/2028 (33 months)

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

**Starting date:** 1 April 2026

**Reports to:** Quality Assurance Manager

### 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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Since March 1<sup>st</sup>, 2024, Expertise France is 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 01.12.2028, 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 the Quality Assurance Manager, the Programme Officer will be responsible for implementing certain programme components/activities.

The main tasks of the Programme Officer will be as follows:

- Ensure programme activities within her/his responsibility are conducted in a quality and timely manner to achieve the expected results
- Support the Quality and Assurance manager in the overall design, management and implementation of the programme's components;
- Prepare and deliver detailed workplans and contents related to activities under his/her responsibility
- Prepare budget forecasts, monitor expenditures on the allocated budget (dedicated budget lines), and flag/report any deviation to the Quality Assurance Manager
- Propose mitigation measures and adjustments in case of delayed activities;
- Ensure the implementation of activities, by developing terms of reference for short term experts, overseeing their contractualization and deployment, and supervising their work to ensure their delivery of satisfactory and timely results
- Coordinate and collaborate closely with the Programme Team members
- Coordinate closely with the procurement and logistics team for all procurement needs in relation to the activities under his/her responsibility, providing them with detailed workplans and procurement needs ahead of time to ensure timely delivery of required materials and equipment
- Collaborate with the finance team on the financial closure of activities, providing clarification if necessary.
- Prepare documentation, archiving, and reporting related to activities conducted
- Contribute to the knowledge capitalisation and communication activities of EF with regards to activities.
- Any other task as required and requested by the Quality Assurance Manager and Team Leader.

## 5. REQUESTED PROFILE

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- University education in social sciences such as education, sociology, international relations, public policy and social work or another related field to capacity development.
- 5 years of professional experience in social support projects with vulnerable groups ideally refugees, IDPs, youth, women
- Experience working with schools, and VTCs in particular, would be a very strong asset
- Extensive theoretical and practical knowledge of project management
- Sound knowledge on the Syrian conflict and situation of the Syrian population in Turkey
- Experience within public agencies/ public offices, national and local stakeholders, 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
- Professional working knowledge of English and Turkish: ability to communicate effectively, both orally and in writing in both English and Turkish.
- Highest demonstrable professional skills on:
  - Inter-cultural communication
  - Teamwork
  - Autonomy and initiative
  - Results-based management and reporting
- Computer skills: knowledge of office software packages (MS Word, Excel, etc.)

## 6. APPLICATIONS

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**Deadline for submission of applications:** 23.02.2026

Applications must be made in English with reference to “**EF Programme Officer**”

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

## 7. SELECTION PROCESS

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Incomplete applications will not be considered.  
Only shortlisted applicants will be contacted.