**TERMS OF REFERENCE**

**Place: Ankara, Turkey**

**Position: Project Financial Assistant**

**Project: Legal Aid Joint Project**

**Duration: 10 months**

The applications should be e-mailed to dalya.darendeli@barobirlik.org.tr no later than **March 7, 2018.**

**Only the short-listed candidates will be contacted.**

1. **Background**

Currently, over 3.5 million Syrians under temporary protection and over 350.000 international protection applicants and statute holders from different countries live in Turkey. This large group, which is seeking international protection in Turkey with various legal statutes, may face different legal problems in daily life. These people can be a party to legal disputes from decisions such as refoulement, which can directly affect one’s right to life; to divorce, domestic violence and work-place accidents. It is important that these people, majority of whom are facing economic difficulties, are supported in access to justice.

*“Legal Aid Joint Project”* aims to ensure the access of international protection applicants, statute holders and persons under temporary protection, who are a party to a legal dispute, to qualified legal assistance.

Within the scope of the project:

*“With this activity, which will be conducted with the cooperation of the UTBA, UNHCR and the UNDP; the lawyers’ fees, fees related to the issuance of a power of attorney and interpretations costs will be covered in the selected cases among the legal aid applications submitted to local bar associations by a joint committee.*

At the end of this activity, the ratio of the target groups’ benefit from legal aid will be raised and their effective access to justice will be ensured in a wide range of fields from administrative detention to divorce cases, from criminal cases to labour disputes.”

1. **Objective**

The objective of this position is to support the implementation of the project through pursuing the consistency of the activities to be conducted with the budget; in order to reach the project outcomes.

1. **Responsibilities of the Project Financial Assistant**

The project financial assistant will be responsible of the following duties:

* To collect, record and preserve information on the Project activities and to do reporting
* To prepare reports regarding the budget
* To ensure the consistency of the expenditures with the budget and the project implementation rules
* To prepare status and progress reports, to conduct routine communications
* To follow the implementation and performance of project outcomes through work plans, progress reports, budget, financial reports and expenditures
* To be in communication and cooperation with the UTBA, UNHCR and UNDP regarding the implementation of the project
* To carry out other tasks

**4. Duration**

The duration of this position is 10 months and it is foreseen to start in March 2018 and end in January 2019.

**5. Organizational Framework**

The physical working environment of the project financial assistant will be provided by the UTBA. The financial assistant will report to the UTBA, and work in close coordination and cooperation with other project staff and partners. The incumbent will sign an employment contract of definite duration with the UTBA, and will be employed within the International Relations and EU Centre.

**6. Required Qualifications**

* Undergraduate degree in related fields
* At least 2 years experience in related fields
* Computer skills
* Fluency in Turkish and English
* Experience in projects funded by the UN, donors and/or NGOs is an asset.
* Experience in financial reporting and/or expenditure monitoring systems is an asset.
* Experience with ORACLE, Peoplesoft based software (ATLAS) is an asset.

**Notes:**

* Internships are not considered work experience.
* Compulsory military service is not considered work experience.
* Experiences gained prior to undergraduate education are not considered work experience.

**7. Additional Documents Required**

* One-page letter of intent explaining the relevance to the position
* CV including related work experience and at least two references

**8. Evaluation**

The candidates meeting the minimum requirements within the terms of reference will be short-listed. The short-listed candidates will be called for an interview. The interviews will be conducted in English/Turkish.