



PROJECT COORDINATOR

WYG International Danışmanlık A.Ş.

QUALIFICATIONS AND JOB DESCRIPTION

WYG Turkey is looking for a Project Coordinator to be in Technical and Engineering Consultancy Department in Ankara. The necessary qualifications are as follows:

- University degree from a reputable university (preferably from Engineering Sciences),
- Experience in working in an internationally funded Project will be an asset (especially an EU & Word Bank funded Project),
- Minimum 5 years of professional experience,
- Previous experience as a project officer and/or project assistant will be a strong asset,
- Excellent knowledge of MS Office (especially Word, Excel, and Outlook),
- Excellent knowledge of English and Turkish (written and spoken),
- Having high level oral and written communication skills,
- Being flexible in working hours and have no travel restrictions,
- No military obligation for male candidates.

JOB DESCRIPTION

- Contract Administration and Technical Support
 - Administers the main Contract as well as the Consortium Agreement, Sub-contractor Agreements, Expert Contracts and conducts the necessary/due correspondences for the whole contract period.
- Project Management and Monitoring
 - Manages and Monitors Project implementation according to procurement and contract terms and internal procedures.
- Financial Support
 - Manages and control submission of financial claims (Soft and Hard Copies) with all supporting documents.
- Expert Mobilization
 - Support the identification and preparation of most appropriate experts, finalize the expert agreements, approves invoices in line with ToR, contracts and time sheets, timely FIT approvals and tracks expert payments in line with ToR, expert contracts, and approved timesheets.
- Consortium Agreements
- Communication
 - Manages relationships within the project team (within TAT and between TAT and WYG)
 - Manages the communication with the beneficiary, Contracting Authority, Client and EUD
 - Conducts communication with the consortium members.
- Other support
 - Communicates with Project/WYG-TR Teams for logistic support needs.
 - Attends monthly PM meetings.
 - Supports and mentors Project Officer and Assistants
 - Manages the cooperation between WYG offices.