



Call for Tender

Consultant for EU project coordination, Turkey

HEAL is looking for an enthusiastic and outgoing professional to coordinate an existing project on *Building the Turkish health sector's capacity for environmental & climate engagement*. This project aims to strengthen the organisational, communications and policy engagement of Turkish non-governmental health organisations and individuals, and facilitate dialogue with European civil society. Activities include the organisation of trainings and workshops as well as advocacy meetings, the development of communication materials and sharing of good practice.

HEAL is a leading European not-for-profit organisation addressing how the environment affects health in the European Union and beyond. Our alliance brings together over 90 member organisations, representing health professionals, not-for-profit health insurers, doctors, nurses, cancer and asthma groups, citizens, women's groups, youth groups, environmental NGOs, scientists and public health institutes. Members include international and Europe-wide organisations, as well as national and local groups. (website: www.env-health.org).

Interested applicants must fulfil all of the following criteria:

- University degree in health, environmental sciences, or a relevant field
- At least 2 years work experience in EU project coordination (including stakeholder management, financial coordination and reporting)
- Native level Turkish, good written and spoken English
- Only candidates that work exclusively within the non-profit sector or academia will be considered to avoid potential conflict of interests with clients representing commercial interests.

We're looking for someone with:

- Expertise in the coordination of activities, managing deadlines and stakeholder expectations
- Expertise in budget implementation and financial management of EU projects
- Expertise in the organisation of events (foreseen events include trainings, network meetings, online webinars)
- Excellent networking and interpersonal skills, self-starter, reliability

Conditions and selection procedure:

The contract will be awarded for work carried out between January and December 2021, for 18 days a month. The candidate should be based in Istanbul or Ankara. Contract signature is expected for 4 January 2021.

Please send your letter of motivation and CV in English with the subject heading "Application HEAL Consultant Project Coordinator, Turkey" to Anne Stauffer, Director for Strategy and Campaigns email: anne@env-health.org. The letter of motivation should detail how your skills and experience are relevant to the job as well as your daily rate (including all taxes).

Deadline for expression of interest: 24 December 2020

Those applicants whose tenders are shortlisted will be contacted. We may in the meantime contact you for further information. Submitted documents will not be returned. Bidders may ask for feedback.