

**Job title:** Program Officer

**Description of the Work:** Program Officer is responsible for leading administrative duties and supporting the Director of Energy Transition Program, operating within Sabanci University Istanbul Policy Center.

### **Duties and responsibilities**

- Proactively engages with Director and Istanbul Policy Center administrative department to support and assist for successful implementation of the activities of the Center
- Monitoring the budget of the programme in collaboration with Istanbul Policy Center administrative department
- Lead on project administration duties, including but not limited to: organising and scheduling conference calls, meetings, conferences, technical roundtables, team meetings, travel and media inquiries
- Assist in preparation of internal reports and reports to funders to support team's monitoring and evaluation activities
- Anticipates needs of the Director particularly with regard to scheduling, meeting support, and travel planning, staying abreast of current priorities, and maintaining a close working relationship
- Ensures that administrative tasks are completed in a satisfactory and thorough manner with great precision and accuracy
- Follows-through on projects/tasks to ensure their timely completion, without the need for reminders or significant oversight from the Director
- Help organize external events, retreats, workshops, and conferences
- Maintain various contact lists, mailing list serves and the website
- Convene calls with international partners and within the team

### **Key competencies and characteristics**

- Preferably five years of relevant work experience in administrative management at a think-tank
- Excellent written and verbal English skills
- Excellent administrative and computer (Office) skills, proven ability to work well under pressure, take initiative and be a creative problem solver
- Discrete, tactful and diplomatic in team relations and communications
- Appreciates vital role of administrative tasks
- Ability to work both in a team and independently under minimum supervision
- Highly organised with ability to prioritize tasks, work independently and remotely, and to actively generate and implement ideas for project and office improvement
- Ability to meet deadlines; accomplish work in order of priority; professionally maintain composure and effectiveness under pressure and changing conditions
- Demonstrated interest in the mission and values of the Energy Transition Programme - a power sector decarbonisation know-how project within the Istanbul Policy Center and Sabanci University

**Location:** Istanbul, Turkey

**Start date:** February 2018

**Salary:** Commensurate with experience

**Term of services:** 12 months, due to renewal

*Only shortlisted candidates will be contacted for interview.*

If you are interested please e-mail your application and CV to [ipcadmin@sabanciuniv.edu](mailto:ipcadmin@sabanciuniv.edu) until 2 February 2018