

Job title: Mercator-IPC Fellowship Program Coordinator

Description of the Work: Mercator-IPC Fellowship Program Coordinator ensures the effective management of the Fellowship Program and activities of the Istanbul Policy Center - Sabanci University - Stiftung Mercator Initiative. S/he leads the Coordination Team and reports to the IPC Director. The Mercator-IPC Fellowship Program Coordinator also works closely with other team members from IPC.

Duties and responsibilities

Program Cycle Management

- ▶ Steering and supervision of all research and outreach activities conducted by Mercator-IPC Fellows and Senior Fellows;
 - Supervision for research and outreach outputs,
 - Ensuring that the quality of the deliverables are up to IPC/Stiftung Mercator standards,
 - Conceptualization of senior fellowships in line with the objectives of the Initiative.
- ▶ Steering and supervision of all projects conducted funded under the Initiative;
 - Monitoring application and reporting processes,
 - Conceptualization of projects in line with the objectives of the Initiative.
- ▶ Organizing call for applications;
 - Updating the call and scope of the thematic areas in line with the objectives of the Initiative,
 - Promoting the Initiative's activities (Networking, recruitment, public relations).
- ▶ Organizing Fellowship candidacy and jury processes
 - Monitoring application process and support applicants,
 - Compiling all applications and ensuring transparent evaluation,
 - Providing input for the jury.
- ▶ Providing orientation and assistance to the fellows, managing related administrative processes (HR, contracts/stipends, etc.);
- ▶ Coordinating the Alumni Program and related activities.

Monitoring & Reporting

- ▶ Preparing regular reports for the program partner Stiftung Mercator,
- ▶ Coordinating the Evaluation activities of the Initiative,
- ▶ Managing the total budget with the assistance of the IPC Financial and Administrative Affairs Officer.

Communication

- ▶ Monitoring all outreach publications e.g. brochures, presentation templates, etc.;
- ▶ Ensuring smooth communication between IPC and Stiftung Mercator;
- ▶ Providing smooth communication among Fellows, Senior Fellows and other researchers and members of IPC.

Key competencies and characteristics

- ▶ M.A. degree in a relevant program is required. A PhD degree and/or academic publications in relevant fields are preferred;
- ▶ Preferably three to five years of related professional experience in program management in academia
- ▶ Discrete, tactful and diplomatic in team relations and communications
- ▶ Excellent verbal and written communication skills, fluency both in Turkish and English
- ▶ Strong time-management skills and creativity
- ▶ Proven ability;
 - to take initiative and be a creative problem solver,
 - to work well with all levels of staff,
 - to manage simultaneous tasks,
 - to work well under pressure and changing conditions,
 - to maintain absolute confidentiality,
 - to coordinate between a variety of actors with different cultural backgrounds and
 - to actively generate and implement ideas for program improvement
- ▶ Strong interest in Turkey-EU relations
- ▶ Demonstrated interest in the mission and values of Istanbul Policy Center-Sabanci University-Stiftung Mercator Initiative.

Location: Istanbul, Turkey

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 a short cover letter and CV to ipcadmin@sabanciuniv.edu