

## **Eurochambres - Project Officer TEBD II – Capacity Building**

**Position open:** Project Officer TEBD II – Capacity Building ; **Starting date:** January 2024

**Closing date for application:** 05/01/2024

Eurochambres is the Association of European Chambers of Commerce and Industry, representing more than 20 million businesses through its members and a network of 1700 regional and local chambers across Europe. All information about us can be found here: [www.eurochambres.eu](http://www.eurochambres.eu).

We are currently seeking to recruit a full-time Project Officer to work on strand 2 of the Türkiye-EU Business Dialogue II (TEBD II) project.

TEBD II seeks to bring Turkish chambers, business communities and their counterparts in the EU closer to each other, fostering mutual knowledge and understanding. The project furthermore seeks to ensure higher awareness of the opportunities and challenges of a potential future Türkiye's accession to the EU in both Türkiye and the EU.

The project is organised in three major strands:

- 1) Cooperation activities between Türkiye and European Chambers of Commerce and Industry and business communities
- 2) Capacity building activities for Türkiye and European Chambers of Commerce and Industry
- 3) Support to the EU-Türkiye Chambers Partnership Grant Scheme

### **Responsibilities:**

The successful candidate will be member of a team of five people, who will jointly manage and implement the different project activities under the guidance of a project director.

They will be in charge of the implementation of the different activities of strand 2 of the project, linked to capacity building (Chamber academies; study visits; EU acquis, energy efficiency support and sustainable growth programmes):

- Prepare the terms of reference for the activities together with the project director (development of content and methodology of the activities)
- Organise procurement processes in cooperation with the project financial officer
- Organise the implementation of the activities (in person and/or online trainings ranging from 1 to 4 days in duration)
- Monitor the implementation of activities (either online or in person)
- Promote the activities together with the project communications officer
- Draft activities reports in line with the project requirements

### **Requirements:**

- Minimum 3 years of project management experience
- A good experience in event organization and management
- Strong analytical skills
- Excellent spoken and written English and good knowledge of at least one other European language
- Excellent knowledge of MS Office (Word, Outlook, Excel, PowerPoint) and similar tools
- Strong organisational capacity and the ability to multi-task
- Ability to work both in a team or autonomously, and to appreciate and follow priorities
- Availability to travel regularly to different EU countries and to Türkiye

### **Advantageous:**

- Knowledge of the Turkish language
- Interest in and knowledge of the EU Green Deal, circular economy topics.

## We offer:

- A challenging international working environment
- The possibility to grow personally and gain professional experience
- Indefinite contract
- Competitive advantages in addition to the remuneration (hospitalisation insurance, medical and dental insurance, luncheon vouchers, 13th month, extra-legal holidays)

## How to apply?

Candidates should submit their letter of motivation and CV to [job@eurochambres.eu](mailto:job@eurochambres.eu) with the subject line “**Project Officer TEBD II – Capacity building**”. They should also indicate their availability for starting the work. Only pre-selected candidates will be contacted. Please refer carefully to the requirements, as applications that do not correspond to them will be automatically rejected.