

Job Description	
Field(s) of Specialization:	Project development and management in climate science and sustainable development fields, stakeholder engagement
Position Title:	Project Specialist (on Climate Change & Sustainable Development)
School/Institute/Unit:	METU Climate Change and Sustainable Development Application and Research Center (METU CLIMATE)
Location:	Mersin - TURKEY
Summary Description:	<p>METU CLIMATE is a newly established climate change and sustainable development A&R center that aims to ensure that the research and studies carried out under the umbrella of METU are conducted in harmony and cooperation around a joint strategy and to maximize the contributions it can provide to the country's responsibilities and priorities.</p> <p>The main goal of the center is to contribute to the development of scientific, realistic and reliable climate and sustainable development strategies and policies that our country and society will need at national and international levels. To realise this goal METU CLIMATE will carry out studies covering the scientific basis of climate change and its impacts and focuses on adaptation and mitigation strategies as well as the development of policy, innovation and technology. Education, awareness, citizen science and capacity-building activities will be a core component of the center.</p> <p>METU Climate and METU IMS are now looking for an experienced project specialist who can support the project development and management processes as well as support stakeholder and community engagement for the studies and activities that have been delivered by the center. This is a 2-year full-time position with an expected start date in May 2023.</p> <p>The candidate will be based at the seashore-based METU Institute of Marine Sciences campus, located in Mersin, Turkey.</p>
Responsibilities:	<ul style="list-style-type: none"> ● Under the direction of METU CLIMATE Center management, supporting project development and management processes. ● Following the relevant climate change and sustainable development project calls within the study area of the center and linking with relevant METU units/researchers ● Contribute to drafting and preparation of new national and international project proposals ● Regular communication with the center's board of management and researchers (e-mail exchanges, telephone conferences)

	<ul style="list-style-type: none"> ● Organization and execution of all the activities of the network, project meetings, travel ● Writing of reports (minutes of meetings, technical and financial project reports), regular update of follow-up documents ● In cooperation with the METU, METU CLIMATE communication, outreach team and project-specific communication experts, contribute to the generation of content for the dissemination and outreach of the project (website, social media, newsletters etc.) ● Cooperate with the METU administrative staff for the financial management of the project ● Leading the preparation and implementation of stakeholder engagement strategies ● Preparing written materials to support communication and engagement processes ● Engaging community members and stakeholders - including face-to-face and online engagement ● Supporting or leading the facilitation of stakeholder-related events, such as consultations, workshops, etc. together with the project coordination team ● Collect qualitative and/or quantitative data from the stakeholders via interviews, surveys, questionnaires ● Monitor and report on stakeholder engagement strategy outcomes
Minimum Degree Required:	M.Sc. or M.A. degree in engineering and life sciences to political science, international relations, government relations, public relations or similar discipline. A climate science background and PhD are a plus.
Required special knowledge, abilities, and skills:	<ul style="list-style-type: none"> ● Preferably a relevant Master’s degree (e.g. in political science, international relations, European studies, government relations, public relations, communication or a similar discipline) ● Degrees in technical disciplines that align with the business such as natural sciences, marine sciences or environmental science, will also be considered ● Minimum of 3 years relevant experience in a similar role in an international or EU project ● Experience in community engagement, government relations, partnership development, and/or external affairs ● Excellent level of English. Other languages are a plus. ● Excellent oral and written communication skills ● High-level Microsoft Office skills. ● Ability to handle multiple projects at a given time and to establish and meet deadlines in a productive manner ● Excellent teamwork capability ● Ability to travel in Turkey and abroad ● Military obligations fulfilled where applicable
Preferred special knowledge, abilities, and skills:	<ul style="list-style-type: none"> ● Desirable but not essential - experience or interest in climate, sustainability, environmental science/management, or a related discipline ● Demonstrated ability to successfully work in a fast-paced environment, within and across departments/functions, managing multiple priorities ● Strong attention to detail ● Creativity thinking through new ideas and approaches

	<ul style="list-style-type: none"> ● Experience in working with the EU strategies such as Missions, Green Deal, Sustainable Blue Economy, policy and decision-makers and in writing policy papers. ● Ability to travel in Turkey and abroad, willingness to network extensively ● Basic visual design skills (PowerPoint, infographics, Publisher, etc.) a plus
Posting Date:	February 2023
Closing Date:	Open Until Filled
Date Review Begins:	As soon as applications are received
Required Applicant Documents to Submit:	Applicants are asked to submit a CV, a 2-page (max.) statement of experience and interests, and names of at least 2 references as a single PDF file
Quick link for Posting:	Please send your application documents directly to Ezgi Sahin (e-mail: ezgisahin@ims.metu.edu.tr) and climate@metu.edu.tr
Proposed Start Date:	May 2023
Type of Contract:	Temporary (1-year position with a possibility of extension)
Job Status:	Full-time
Salary:	Highly competitive according to the level of experience of the candidate
Pay Basis:	Monthly
Position open to internal candidates only?	No