



Trainee Programme of REC Turkey, Ankara

Duration: September - December 2017

Application deadline: 05.09.2017

Number of employment: 3

1. General responsibilities

Each trainee will work in close cooperation with the Project Development and Technical Team in the coordination and implementation of the projects primarily including

- a. **EU and Turkey Nature Protection Policies and Legislation,**
- b. **Climate Change,**
- c. **Economy (preferably Environmental Economy),**

and other areas managed within the REC Turkey portfolio. The trainee will also assist the activities on capacity building in the facilitation of the training organizations.

S/he will also contribute to the information programme in the preparation of the printed and online publications, studies and research activities conducted by REC Turkey.

2. Qualifications

Education

- A minimum of a University degree in an environmental field, engineering or social science is required.
- Advanced degree(s) are desirable, especially focusing on expertise regarding the sustainability, environmental policies and EU.

Language

- Excellent written and spoken English and Turkish.

IT

- Sound knowledge of Microsoft Office applications.

3. Experience

- Experience in the project co-ordination, including organization of workshops, working group meetings and other meetings, training activities, discussions, seminars, making logistical arrangements
- Self-starter with excellent organizational skills
- Strong verbal and written communicational skills
- Strong familiarity with official authorities
- Having enthusiasm to pursue his/her carrier path on sustainability and environment.

NOTE: Candidates should send their applications to hr@rec.org.tr address together with resume and intention letter. Only shortlisted candidates will be contacted.