

Terms of Reference (ToR)

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Position Title: Project Coordinator

Location: Hatay, Türkiye

Contract Type: Full-time

Duration: 6 months

Application Deadline: 10/07/2025

Reporting to: Director, Field Ready MENA

About Field Ready MENA

Field Ready MENA is a regional nonprofit organization based in Türkiye, dedicated to developing innovative, locally driven solutions to humanitarian and development challenges. Through design, local manufacturing, and capacity building, we work to strengthen services, restore livelihoods, and promote resilience across the MENA region, especially in conflict-affected and underserved areas. Our work is grounded in the principles of co-creation, inclusion, and innovation.

Position Overview

We are seeking an experienced and dynamic **Project Coordinator** based in Hatay to support the coordination, implementation, and monitoring of Field Ready MENA's projects in southern Türkiye. The ideal candidate will have a solid background in project management, excellent organizational and communication skills, and a strong commitment to innovation and community empowerment.

Key Responsibilities

- Lead and coordinate the day-to-day implementation of assigned projects, ensuring timely and quality delivery.
- Liaise with local authorities, partners, and other stakeholders to ensure effective collaboration and visibility.
- Supervise field teams and ensure project activities meet objectives, budgets, and timelines.
- Prepare and maintain work plans, budgets, procurement requests, and reporting schedules.
- Support the development of progress reports, success stories, and case studies.
- Identify implementation challenges and propose practical solutions.
- Ensure compliance with donor and organizational policies and procedures.
- Support cross-border coordination with Field Ready's Syria team when needed.
- Represent Field Ready in coordination meetings and local forums.

Required Qualifications and Experience

- Bachelor's degree in Engineering, Development, Business Administration, or a related field.
- Minimum 4–5 years of relevant project management experience, preferably in humanitarian or development sectors.



- Proven experience in managing field teams, partners, and multiple activities simultaneously.
- Familiarity with southern Türkiye context and humanitarian coordination systems.
- Strong computer skills (MS Office, Google Workspace, project management tools).
- Fluent in Turkish and English (Arabic is an asset).
- Strong interpersonal, negotiation, and problem-solving skills.
- Ability to work in multicultural and fast-paced environments.

How to Apply

Interested candidates are invited to apply by submitting their CV via the following link:

<https://fieldready.org.tr/index.php/were-hiring-project-coordinator-hatay-turkiye/>

Only shortlisted candidates will be contacted. Field Ready MENA is an equal opportunity employer. We particularly encourage applications from women, persons with disabilities, and members of vulnerable or underrepresented groups.