Vacancy Announcement

Bilingual Development Officer

The Center for International and European Studies (CIES) at Kadir Has University is seeking a new team member to join as a Development Officer, with the potential to assume additional responsibilities subject to experience and performance.

Qualifications / Requirements

- Applicants must hold either a PhD degree in the field of social sciences or be currently pursuing an advanced degree in the field of social sciences.
- Excellent command of written and spoken English and Turkish. Additional languages a plus.
- Demonstrated experience in preparing project proposals that resulted in funding, especially EU funded projects.
- Strong project management experience, including project development, implementation and financial management.
- Strong research and writing skills.
- Detail oriented and organized.
- Ability to multi-task and take on administrative duties as needed.
- Ability to work collaboratively and independently.
- Strong communication and interpersonal skills.
- Good problem - solving skills.
- Advanced user of standard ICT applications (Windows, Office, internet).
- Comfortable working in an international working environment.

Location: Istanbul, Turkey
Start Date: Immediately

Interested persons should apply as soon as possible by sending their CV and a letter of interest (cover letter) in English to khas-hr@khas.edu.tr

Please note that only suitable candidates will be contacted.