

Exciting Opportunity: Project Support Specialist at IMMIB!

We are seeking a dynamic and motivated professional with a strong eagerness to learn, to join our team in the area of project development and implementation.

Job Description:

- **Full-time, office-based position located in Istanbul**, offering the opportunity to work in a professional and collaborative environment
- **Contribute to national and international projects**—particularly EU-funded initiatives—and support the effective planning, coordination, and reporting of project activities.
- Collaborate with internal and external stakeholders with a strong focus on **clear and professional communication**
- **Support the team in administrative and coordination tasks** with attention to detail and deadlines

Required Qualifications:

- Bachelor's degree from a 4-year university program
- **Excellent command of English** (written and spoken)
- **Basic knowledge of EU-funded projects** or a strong interest in gaining experience in this field
- Interest and/or some experience in **research, analysis, presenting findings and report writing**
- **Strong communication and interpersonal skills**
- Ability to work in a **disciplined, detail-oriented**, and well-organized manner
- **Willingness to travel if needed** (both domestic and international)
- Availability to work **full-time, 5 days a week at our office in Istanbul**

Additional Advantages:

- ✓ If you enjoy **coordination and monitoring tasks**
- ✓ If you love **research and desk-based work**
- ✓ If you are looking to **develop yourself and gain experience in international projects**

Then this position is perfect for you!

Application requirements:

- Must be a **citizen of the Republic of Türkiye**
- For male candidates, **must have completed, postponed, or be exempt from military service**
- Must be **at least 18 years old**
- Must **not be deprived of public rights**
- Must not have been convicted of crimes specified in **Article 53 of the Turkish Penal Code**, even if the statutory periods have expired
- Must not have any **physical or medical condition** that prevents continuous work
- Must not have been dismissed from **TİM, affiliated unions, or previous workplaces** due to reasons stated in **Article 25/II of Labor Law No. 4857**
- Must not be **retired from any social security institution**

✉ If this opportunity interests you, send your CV to istihdam@immib.org.tr by the **end of May 26, 2025!** ⚡ (The position may be closed ahead of the application deadline if a suitable candidate is identified.)