

**Terms of Reference (ToR)**

Job code: HF05011121 **Wednesday, 10 November 2021**

Job Title: Development and Capacity Building Manager

Duty station: Turkey - Gaziantep /Sakarya **work nature:** Full-time

Line Manager: Executive Manager

Number of vacancies required: 1

About Horan Foundation

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian. HF operates in different sectors, implementing various projects and programs.

Job Details**Job Summary:**

Development and Capacity Building Manager He/She will be the focal person who will control, track and assure a smooth and fruitful Mentoring Process with our Mentoring Organization. Also he will assure meeting all Mentoring required coordination, reporting and impact measuring along with revealing areas of development that needs capacity building.

Main Responsibilities and Tasks :

- Coordinate, participate and achieve required inputs from all Mentoring meetings and trainings.
- Create a capacity building plan for : Gaziantep HQ Different departments and our Staff in Sakarya .
- Prepare and discuss all Mentoring required reports.
- Create a progress tracking sheet for the planned areas of development as per the agreed with Partners
- Being the compliance person to assure staff in the field are following the required process and sharing on timely manger required outputs that proof a successful mentoring results and impact.
- Follow up and Coordinate with Sakarya field team and provide required support in related to a responsive activity plan as part of the Mentoring and staff capacity building.
- Create a monthly coping mechanisms and sustainability plan for the active work plan to assure a fruitful support to the targeted beneficiaries along with applying the right SOPs and after policies development as an impact from the Mentoring and coordination work.

Qualifications / Technical Skills:

- **Minimum university degree in a related field**
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- **4-5 years previous experience with CBOs/NGOs.**
- **Work experience in the humanitarian sector, with beneficiaries or within community training programs.**
- **Experience in project management, implementation, supervision, planning and reporting, preferably in the context of the humanitarian / development sectors.**
- **Knowledge of the humanitarian context that affects societies in Turkey.**
- **Proficiency in working with Microsoft Office programs, especially Word, Excel and Outlook.**
- **Good command of the Turkish, English and Arabic language.**
- **Prepare to travel at any time**
- **The applicant is required to hold Turkish citizenship (mandatory requirement)**

Interpersonal, Communication and Coordination Skills:

- **Excellent negotiation and problem- solving skills;**
- **Ability to cope with a challenging and constantly-evolving humanitarian work environment, often under pressure;**
- **Ability to establish and manage effective working relationships with colleagues, managers and external partners, other I/NGOs, and community representatives;**
- **A strong commitment to humanitarian relief and disaster operations;**
- **Flexibility.**