

## Who are we?

Minerva is a non-governmental organization located in Istanbul, which brings together a number of highly qualified and experienced experts, distinguished lawyers and academicians in the field of business and human rights and complementary areas. As a pioneer in this field in Turkey, Minerva aims to become an NGO that contributes to promoting responsible business conduct and advocating for corporate responsibility to respect human rights throughout their operations. Minerva's main objective, in the light of UN Guiding Principles on Business and Human Rights, is to prevent, mitigate or remedy human rights violations arising from business operations, especially those within global supply chains.

## Who are we looking for?

We are looking for a young, dynamic project assistant teammate who is open to personal development and communication, has the ability to represent, has no travel barriers, thinks creatively, innovatively, but most importantly loves to learn to take part in projects to be carried out in the field of inclusion and sustainability.

## Role and Responsibilities

As a Project Assistant, you will be responsible for:

- Assisting in project management tasks, including scheduling, coordination, and documentation, to ensure smooth project execution,
- Facilitating the organization and planning of project activities, contributing to the development of project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility,
- Ensuring cooperation with local institutions for dissemination and organization of project activities, organizing trainings and events and field visits,
- Preparing training needs analyses for the target audience, creating and implementing the training and activity calendar in this direction,
- Contribute to the creation and maintenance of comprehensive project documentation, ensuring accuracy and accessibility for all stakeholders.
- Supporting the implementation of human rights impact assessments in supply chains including onsite visits to collect data, report writing etc.
- Supporting implementation of remediation program activities, such as onsite assessment, development and implementation of remediation programme,
- Participating in the monitoring and evaluation of project outcomes, providing insights for continuous improvement.
- Supporting the team in ensuring project compliance with industry standards and best practices, with a particular focus on ethical considerations and inclusivity.

Ideally, we are looking for someone who:

- **is fluent in Turkish and English with excellent writing and speaking skills,**
- **has at least 1 to 2 years of experience working with or at NGOs (volunteer roles included),**
- is a recent graduate of a degree that allows you to connect with the business world and human rights, such as law, international relations, political science, economy, sociology, psychology,
- is interested in corporate law and human rights law,
- **is planning to continue its career in the civil society,**
- has proven research skills,
- is capable working with digital tools,
- is prepared to travel to conduct field work,
- is enthusiastic, practical minded, and good-humoured,
- has professional work attitude and desire to get the job done,
- understands that this will not be always a nine to five job,
- can take initiative, work independently and handle time pressure when needed,
- resides in Istanbul and is able to work in the office at regular intervals.

## We offer:

- A fun and challenging position in a dynamic and young organization determined on promoting corporate responsibility to respect human rights in Turkey,
- Field work experience with travel opportunities and training possibilities.

## Interested?

To apply for this position, send us a letter of maximum one page focusing on your motivation for wanting to join Minerva and an up-to-date CV before **11 March 2024**.

Submit your application to: [humanresources@minervabhr.org](mailto:humanresources@minervabhr.org) with "Application – Project Assistant" in the subject line of your mail.