



Global Relations Forum

is seeking an

ADMINISTRATIVE DIRECTOR

Global Relations Forum (GRF) is an independent, non-profit membership association which brings together leaders in Turkish business, academia, armed forces, government, law, arts and the sciences. The Forum aims to serve as a venue for long-term policy deliberations on matters related to international and global affairs. The main responsibilities and tasks of the position are as follows:

- Building networks and managing relations with GRF members, government agencies and non-governmental organizations, international institutions, businesses, media and other stakeholders
- Managing strategic communications and liaising with corporate members and third parties in coordination with the Senior Director
- Ensuring that legal requirements and procedures relating to Associations are complied with
- Monitoring daily operations of the staff, organizing workflow and ensuring efficiency
- Assisting in budgetary management
- Organizing events in coordination with the Administrative Coordinator
- Reporting directly to GRF President

The applicant should have the following qualifications:

- Advanced university degree (master's degree or equivalent)
- Having a general interest in the areas in which GRF works (please see our website)
- A minimum of 5 years job experience (and preferably a minimum of 2 years managerial experience)
- Complete fluency and perfect command of written and spoken English and Turkish
- Strong analytical and negotiations skills
- Proven track record of excellent communication, organisational and leadership skills
- The capacity to build and manage networks
- International exposure (academic or professional) is preferred

Application documents: CV, cover letter, 2 reference letters (if not possible, please include contact details of two references in your CV). Please explain why you are interested in GRF's work in the cover letter. Please note that incomplete applications will not be accepted.

Deadline: October 31, 2022, Monday

Applications should be addressed to:

Ms. Duygu Söyler Aytaç
Kıdemli Direktör/Senior Director
Global İlişkiler Forumu/Global Relations Forum
Email: dsoyler@gif.org.tr