



Erasmus+

Erasmus+ Student Traineeship in Turkey

EMPLOYER INFORMATION	
Name of organisation	Governorship of Batman Project Coordination Center
Address inc post code	Belde Mahallesi Mereto Cad.Yeni Kültür Turizm İl Binası Kat 2 Sodes Birim BATMAN 72050
Telephone	+904882121179
Fax	+904882121174
E-mail	batmansodesproje@gmail.com
Website	www.batmanproje.gov.tr
Number of employees	10
Short description of the company	<p>(BAPKOM) Governorship of Batman Project Coordination Center, founded in 2007 and working under the authority of Batman Governorship.</p> <p>Bapkom's aim is to provide the coordination and monitoring of the the EU, international and national projects prepared by the public institutions and agencies, NGOs and the private sectors, located in Batman Province,</p> <p>*To create a project bank, to be pioneer for the future projects with the archives and inventories, supply the new project teams with the emerging experience,</p> <p>*To provide technical and administrative assistance to the institutions and organizations wishing to prepare projects, and fulfill the task as project leadership and mentoring as needed,</p> <p>*To organize all project-related training, information seminars, workshops, meetings etc.. and to create project website groups, to increase the provide Project capacity,</p> <p>Within the EU candidacy process;</p> <p>*To provide the communication, information exchange and coordination with EU member and candidate countries, local governments, civil society organizations and private sector organizations, and provide our country to take advantage of EU funds in the candidacy process,</p> <p>*To coordinate mutual information exchange between EU member and candidate countries, To investigate the educational opportunities of EU</p>

	<p>countries and shared the obtained information with the public of Batman.</p> <p>*Currently 10 paid staffs work in Bapkom and they are all very experienced in writing, coordinating and implementing projects. we as Bapkom work with the local governments, public Institutions, Schools, NGO's Private Sectors.</p>
CONTACT DETAILS	
Contact person for this traineeship	Hasan ACAN
Department and designation / job title	Project Coordinator
Direct telephone number	+905072348706
E-mail address	Hoca_acan4772@hotmail.com
Application Procedure	
Who to apply to (including contact details)	batmansodesproje@gmail.com Sener CAGLAR
Deadline for applications	No deadline
Application process	CV, Cover Letter
Other	

Please provide as much information on the placement as possible – too much information is better than not enough!

PLACEMENT INFORMATION	
Department / Function	Project Coordination Center/Project writing and technical services
Description of activities	<p>*provide the coordination and monitoring of the the EU, international and national projects prepared by the public institutions and agencies, NGOs and the private sectors, located in Batman Province,</p> <p>*To create a project bank, to be pioneer for the future projects with the archives and inventories, supply the new project teams with the emerging experience,</p> <p>*To provide technical and administrative assistance to the</p>

	<p>institutions and organizations wishing to prepare projects, and fulfill the task as project leadership and mentoring as needed, *To organize all project-related training, information seminars, workshops, meetings etc.. and to create project website groups, to increase the provide Project capacity,</p> <p>Within the EU candidacy process; *To provide the communication, information exchange and coordination with EU member and candidate countries, local governments, civil society organizations and private sector organizations, and provide our country to take advantage of EU funds in the candidacy process, *To coordinate mutual information exchange between EU member and candidate countries, To investigate the educational opportunities of EU countries and shared the obtained information with the public of Batman.</p>
Location	BATMAN
Start Date	1st November
Duration	3 -6 months
Working hours per week	30hr
Accommodation (please select)	<p>Accommodation will be provided</p> <p>*We can assist with finding accommodation</p> <p>Student to make own arrangements</p>
Details of financial and “in kind” support to be provided	All the expenses will be covered by the trainees with the grant that got from the NA and BAPKOM will supporter with the unexpected spendings
Other	

COMPETENCES, SKILLS and EXPERIENCE REQUIREMENTS

Languages and level of competence required	<p><u>Requirements:</u></p> <ul style="list-style-type: none"> • Have excellent academic qualifications within project writing and implementing , communication, • Interested in social media (using facebook, twitter, linkedin, having a passion for writing) • Have exceptional communication skills (English - written and verbal)
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	<ul style="list-style-type: none"> • Want to learn and be part of a team <p>Be creative, positive, think outside the box and show initiative</p>
Computer skills and level of skills required	Intermediate Ms Office , social media (using facebook, twitter, linkedin
Drivers license	NO
Other	

INFORMATION PROVIDED BY

Name	Hasan ACAN
Department / Function	Project Coordinator
E-mail address	Hoca_acan4772@hotmail.com
Phone number(s)	+905072348706
Date	03/07/2014