

JOB TITLE: AMNESTY INTERNATIONAL TURKEY DIRECTOR

LOCATION: Istanbul, Turkey. Though, within the scope of the director's duties and in accordance with her/his own operational planning, s/he might be required to go abroad or to other cities in Turkey, especially to AI Turkey's project office in Ankara.

JOB PURPOSE:

Amnesty International is an internationally renowned global movement made up of people who work to ensure that human rights are respected and protected, and to prevent human rights violations. Its vision is to enable everyone's access to human rights as defined in the Universal Declaration of Human Rights, as well as to all international human rights standards.

The director delivers the human rights goals of AI Turkey in the aforementioned context. To maintain and develop the section's effective presence in Turkey, the director creates strategies, plans, fundraising models and conducts financial management including budgeting.

WORKING RELATIONSHIPS:

Reporting to: AI Turkey Chair of the Board.

Posts that this job manages: The director is generally the key individual for the section's management. S/he is the leader of the managers who are responsible for ensuring that activities in all departments are being realized in accordance with the rules. S/he leads the section in operational matters, including creating a safe and peaceful workplace and the overall duty of care towards all staff.

Other key relationships: To fulfill the job description, the director is in contact with the government, parliament, local authorities, non-governmental organizations, trade unions and entities representing the workers and employers, public professional organizations, human rights institutions under public authority, business people, media, donors, the chief ombudsman, inter-state institutions and diplomatic missions within the country, and the right-holder subjects of human rights. The director encourages all of these parties to establish strategic alliances and partnerships.

The post holder also works in close collaboration with the departments of AI's International Secretariat (IS). S/he participates in international meetings, of which the section directors should stay informed in advance, such as regional forums, general assembly meetings and directors' forums. Though amenable to change by the IS according to its operational planning, these departments currently are:

- Secretary General and Senior Leadership Team (Senior Directors)
- Europe Regional Office (ERO)
- Europe and Central Asia Regional Office
- Regional Advisory Group
- Organizational Services
- Campaigns and Communications Directorate
- Fundraising Directorate
- Law and Policy Directorate
- Directors of the other sections

MAIN RESPONSIBILITIES:

In cooperation with the Board and the International Secretariat, the director is responsible for the following tasks:

Conducting an effective human rights agenda with skills for organizational management and leadership

1. Leads the section and inspires the members, the Board, activists, supporters, staff, other rights organizations and the rights defender stakeholders and encourages the stakeholders to carry out an active struggle for human rights. To this aim, the director develops and gives support to an organizational vision and developing and implementing strategy in line with the goals of the international movement. S/he puts the developed vision into practice and leads the process in which it is applied.
2. In light of AI's human rights strategies on the national and international level, the director sustains AI's legal and political existence. S/he leads the development of policies protecting and reinforcing AI's position within the area of human rights.
3. To ensure that AI Turkey's organizational plans are implemented on time and in full compliance with the relevant internal policy documents and working regulations, the director improves the performance of the staff, creates systems of performance evaluation, builds a healthy, systematic and sustainable working scheme and establishes a management mechanism. To this end, the director is responsible for the recruitment of the staff.
4. Produces reports on the national and international level and examines the available ones.
5. Identifies the resources that AI Turkey needs and works in cooperation with the IS to meet these needs. Aims and achieves financial expansion. Creates specific projects to achieve this expansion, such as donation-oriented or face-to-face projects.
6. In compliance with the agreed budget and financial rules, the director ensures the supervision of the accounts and monitoring of the contractual liabilities. Identifies the financial and logistic needs of the office and works to meet these needs in collaboration with the IS.
7. Creates and uses quality control systems to ensure that the activities of AI Turkey are carried out in a timely, consistent, accurate, well-balanced, independent and impartial manner. Together with the international movement, the director identifies the ideal implementation models and gets these models shared and reported on in the assigned positions.
8. Maintains regular and effective relationships with AI Turkey Board and effectively fulfills the assigned responsibilities. Effectively uses the channels of communication, provides advice to the Board when necessary, gives recommendations. The director is expected to be involved in building cooperation in the field of management (e.g. we currently expect the director to be involved in building a more functional cooperation with AI Denmark). S/he sustains a relationship with the Board in accordance with the Core Standards for the roles, participates in the meetings, suggests agendas and reports at mutually agreed time periods on the governance activities.
9. Ensures that the section is related to the international movement at all levels. The director plays an active role in sustainable cooperation building in the movement in the field of management and coordinates it with the Board's involvement in the field of governance. For a global strategy to be successful at the local level, the director creates tools to get the volunteers and members connected to the global policies. The director ensures the advancement and sustainability of a far-reaching and effective organizational culture such that it embraces members, activists and donors who, in turn, interact with each other within this organizational culture.

10. The director is responsible for the planning of the personnel, including creating alternative options in cases where an employee suddenly quits the job so that the responsibility of the relevant job is taken care of. S/he leads the recruitment and dismissal processes; conducts the orientation, training and performance evaluation of the personnel; gives feedback and maintains an effective personnel management.

Representation of the AI movement

1. As the representative of AI, the director develops, maintains and uses the relationships with the stakeholders, including partner organizations, networks, coalitions, supporters and key internal stakeholders to take advantage of opportunities for cooperation which will increase the impact and influence of AI Turkey.
2. As the spokesperson, the director cooperates with the media and uses conventional and up-to-date media tools to support AI's research and goals and increase their visibility. Identifies measurable and reasonable visibility goals in the media and finds out appropriate methods to achieve these goals.
3. To achieve key human rights goals in the national and international realm, the director establishes relations with the government and the parliament and increases the influence of AI Turkey at the regional and global level. To establish relationships with non-governmental organizations, media and the government, the director coordinates advocacy and lobbying work in Turkey, including through cooperating with the other AI sections.
4. Decides on and contacts the donors and financially contributing groups. Does the planning for the growth of these groups and their contributions.
5. To ensure AI's public recognition and impact in line with the organization's mission and strategy, the director represents AI Turkey vis-à-vis NGOs, the media, international institutions and state institutions and organizations.

Operational Management

1. To ensure growth and effective work, the Director provides an overview of the political situation and makes use of the strategical opportunities for growth and mobilization.
2. Assesses risks and does planning for the mitigation of the risks that s/he found.
3. On the basis of the Strategy for Human Rights and Growth, the director develops and executes organizational plans to achieve the following objectives:
 - To prioritize human rights problems, the development of an activism program which would be strong, campaign-oriented, having a communication strategy and able to mobilize AI members and supporters all together.
 - To ensure that AI Turkey delivers its goals, focus on activism and establishment of a management system which uses resources in the most efficient way.
 - To reinforce activism, capacity building of the rights-holders and defenders with innovative tools, and support for the human rights struggle.
 - Creating an AI Turkey presence which is innovative as well as open to and encouraging new ways of thinking and new approaches.
4. Develops specific working programs to increase the number of members, supporters and activists.

5. Develops fundraising strategies in collaboration with the Fundraising Manager.
6. Creates tools to get members and supporters to know about AI's globally developed human rights policies and encourages the usage of these tools.
7. Manages in harmony volunteers and section personnel in order to attain the tangible goals at the national and global levels, which are set in the global strategy in consultation with the Board.

This Job Description may be amended or added to from time to time. Any amendment, addition, deletion or other change will be done following consultation with the post-holder and will be confirmed in writing.

SKILLS AND EXPERIENCE:

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Knowledge	<ol style="list-style-type: none">1. Commitment to and substantial knowledge of human rights.2. Competence and knowledge on political, economic, social, historical and cultural trends.3. Knowledge on the civil society movements in the country and the region.4. Knowledge of AI's global mission and vision.5. Having a perspective on the relationship the developments and changes in the area of human rights have with global factors; such as politics, macroeconomics, geopolitics, sociology, social history and economic relations.
Skills	<ol style="list-style-type: none">1. Excellent written and verbal communication skills,2. Demonstrated people management skills, including the ability to manage complex relationships within the country.3. Advanced reading, writing and speaking skills in English and Turkish.4. Effective communication skills with the media, donors and state officials,5. Ability to put strategies and policies into action, appropriately examine and adapt the plans and think strategically and analytically,6. Ability to do operational management and organizational planning,7. Strong skills in financial management, excellent skills in organizing and management,8. Ability to look from different perspectives and being open to diverse viewpoints,9. Keep up with the schedules,
Experience	<ol style="list-style-type: none">1. Proven record of senior level leadership or board membership such as the Secretary General, CEO or executive director, preferably in an international institution.2. Demonstrated experience of communication with the media and donors.3. Demonstrated experience of effectively lobbying governments and intergovernmental agents for policy change.
Qualities	<ol style="list-style-type: none">1. Ability to do analytical assessments.2. Sound, mature judgement and integrity and understanding of both physical and political security issues3. Awareness of gender equality.4. Self-motivation and assertiveness, ability to work both with teams and autonomously.5. Keen on reporting and bearing responsibilities.6. Having no restriction to travel abroad and within the country.7. Open to innovation and creative.

*At Amnesty International, there is no discrimination on the basis of age, faith, race, ethnic belonging, religious belief and philosophical view, sex, gender identity, sexual orientation, gender expression, disability or any such factor. Female candidates are particularly encouraged to apply.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.