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| **Company Name** | PMO Yönetim ve Danışmanlık A.Ş. |
| **Sector** | Consultancy |
| **Firma Tanıtımı** | With its experience in internationally accepted project management practices, PMO Partners provides easy and fast access to the right financial resources for the needs of large enterprises, SMEs and entrepreneurs who apply to them from Turkey and abroad for the evaluation of their investments, project planning and for the non-refundable grant support to open up to the international market.PMO Partners provides consultancy services on; Project Management, National and International Grants and Incentive Programs, Turquality / Brand Program Management, R&D and Design Centre Establishment and Management, Incubation and Acceleration Programs Management, Corporate Project Management Office Establishment, program and strategy preparation for international market entry – especially to US Market – and for Investment Incentive Programs. PMO Partners specializes in certain industry verticals and provides sector specific consultancy services.Being a mentor institution that represents quality, difference and awareness in project management, PMO Partners’ target is integrating its international project experience to set corporate standards for the large enterprises, SMEs and entrepreneurs in Turkey without deviating from the project management discipline and methodology. |
| **Adress** | Acıbadem Mah. Akasya Kule A3 Blok Kat:14 Smartoffice Üsküdar/İstanbul |
| **Phone** | 0216 250 6604 | Fax |  |
| **Website** | http://pmo.partners/ |

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| **Job Title** | Project Management Intern |
| **Working type** | Online (physical when needed) |
| **Number of people to be employed**  | 2 |
| **Number of days needed** | Minimum 5 |
| **Internship duration** | 6 Months |
| **Qualifications required for the job/project** | * Preferably a recent graduate of engineering or economics, econometrics and/ or with at least 1 year of experience,
* Strong communication skills,
* Strong Turkish and English grammar and text writing skills,
* Advanced level of English (reading, writing and speaking),
* Ability to use Microsoft Office (Excel, Power Point and Word) software,
* Have effective reporting and presentation skills,
* Advanced research and analysis skills,
* Careful, attentive and responsible,
* Prone to teamwork, strong in time management and planning,
* Open to learning and development,
* Interested in Information Technologies and Health Technologies,
* Willing to work in Project Management,
* Able to adapt to a fast and flexible working environment
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| **Tasks and Responsibilities** | * Scanning calls in the scope of domestic and international R&D and Innovation support programs (Horizon Europe, ERA-Net, EUREKA, etc.), monitoring these calls and reporting,
* Conducting research on the relevant platforms, targeting initiating communication with consortia and finding the most convenient calls,
* Establishing first contacts with international consortia, Turkish or foreign consortium leaders and/or project idea owners,
* Creating the workflows of the project call, and work plan,
* Preparing presentations in English, arranging existing presentations and supporting the Project Manager,
* Making necessary analyzes and reporting within the framework of the service provided to the customer,
* Coordinating internal and external meeting organizations and keeping common agendas,
* Conducting sector analysis studies,
* Managing project submission portals such as; TUBITAK, ECAS, EUREKA, from registration to submission,
* Using Project Management software effectively,
* Managing Project Management progress reports, preparation and follow up of project plans,
* Supporting Project Managers with documentation
* Providing support in Change Management processes
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| **Facilities Provided** (Please write your explanations by specifying the amount etc.) | **5 days a week****Fee****Ticket Payment** /per day (Payment will be made according to the monthly working day)**Insuarence** (SGK)**Computer** |

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| **CONTACT** |
| **Name** | Seda KÖYLÜ |
| **Department**  | Project Management |
| **Title** | Project Speacialist |
| **Job Phone** | - |
| **GSM** | 0549 472 16 76 |
| **E-mail** | seda.koylu@pmo.partners |
| **The date the form was filled** | 06.04.2022 |