

Burak ÇINAR

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A humanitarian aid professional based in Ankara with 15 years of experience in programme management, coordination, of which 7 years have been dedicated to humanitarian assistance, CVA and disaster response in Türkiye. I have an active role in managing flagship humanitarian programmes in Basic Needs, Education in Emergencies, Food security, Protection and Health sectors with responsibilities such as liaison with government and key stakeholders, representing DG ECHO in various settings, project & contract management, proposal preparation/evaluation, programme planning-implementation and project phase out/transitioning, reporting (e.g. donor reporting), situation and trend analysis, resource management, M&E, and actively participating discussions on CVA and digital solutions. I am a native Turkish speaker and have fluent language skills in English, intermediate knowledge in German and French and basic knowledge in Arabic.

EXPERIENCES

02/'19 – PRESENT

European Commission – DG ECHO

Programme Specialist

- ◆ Managed and coordinated the world's largest CBI programme (ESSN / Emergency Social Safety Net) at donor level and ensured its safe transition from humanitarian to development funding.
- ◆ Contributed to technical aspects of the CCTE programme (e.g., cash transfers and reporting) and its transition to development funding.
- ◆ Managing Food Security and CVA responses following the Earthquakes in Türkiye
- ◆ Overseeing ECHO contracts in Basic needs, Health, Protection and WASH sectors
- ◆ Contributing to programme changes, including gender-related changes such as gender-adjusted beneficiary targeting.
- ◆ Overseeing and managing projects focused on the protection and support of vulnerable populations, including women and children, Roma and Dom communities, ensuring access to essential services and upholding their rights.
- ◆ Liaising with local authorities and institutions, government bodies (e.g., MoFSS, MoNE)
- ◆ Coordinating with UN agencies, (I)NGOs and other relevant humanitarian actors.
- ◆ Representing ECHO in fora such as Basic Needs Working Group, Cash-Based Interventions Technical WG, Livelihoods WG, Food Security WG, MHPSS Coordination Group as well as Steering Committees and Governing Boards.
- ◆ Advising EU Delegation to Türkiye (DG NEAR) in terms of programmes for refugees
- ◆ Conducting M&E through field visits and deployments (e.g. emergency deployments) to ensure project effectiveness and efficiency, and to see possible bottlenecks.
- ◆ Assessing projects and ECHO partners, compliance with financial regulations (e.g. ECA)
- ◆ Contributing to DG ECHO thematic policy documents, creating ToRs for commissioned studies (e.g. TPM) and concept notes for internal studies.
- ◆ Reporting on the humanitarian situation, including political, social, economic and security events relevant to the analysis of the humanitarian situation in the country/region.
- ◆ Producing visual reports on programme updates via Tableau and PowerBI.
- ◆ Overseeing project visibility and communication activities in line with EU standards.

07/'17 – 02/'19

World Food Programme, Ankara, Türkiye

Programme Assistant – Cash Based Transfers

- ◆ Provided MPCA and vouchers to over a million refugees in Türkiye.
- ◆ Managed implementing partner's USD 30M+ operational budget.
- ◆ Advised different units on Cash+ budget and programming (e.g. Livelihoods).
- ◆ Coordinated across multiple units for seamless program implementation and served as the programme focal point for beneficiary and annual reporting, as well as SAP system
- ◆ Contributed to programmatic decisions such as targeting (by incorporating aspects such as health and gender).
- ◆ Analysed and processed financial and programmatic data, prepared periodic internal financial and operational reports for management.
- ◆ Prepared other periodic reports (i.e. SitRep), statistical information, SOPs (mainly for reconciliation, operational expenditure management, information management tool).
- ◆ Attended to the CBI TWG with other UN agencies and (I)NGOs, pipeline meetings and other technical working groups (e.g. Reconciliation WG).
- ◆ Coordinated with UNICEF team on programmatic aspects that are shared both by ESSN and by CCTE.

03/'17 – 07/'17

World Food Programme, Ankara, Türkiye

Business Support Assistant - Programme

- ◆ Tasked to take over CBT roles and to assist the Operations Officer.
- ◆ Provided MPCA and vouchers to over a million refugees in Türkiye.
- ◆ Managed implementing partner's operational budget.
- ◆ Managed COMET for Türkiye CO as the focal point, trained and supervised CO and area office staff to enable a wider and timely usage of the tool.
- ◆ Supported cash-based transfers workflow.
- ◆ Reviewed and reconciled a variety of financial and operational reports.
- ◆ Monitored ongoing operational expenditures, pipeline information and other data with the coordination of other units such as Finance, Procurement, Partnerships.

09/'12 – 03/'17

LookUS Real Estate and Relocation, Ankara, Türkiye

Customer Relations Specialist

- ◆ Oversaw financial tasks to provide timely reporting of financial activities.
- ◆ Managed financial reporting and administrative operations, liaised with embassies and international companies.
- ◆ Managed company agreements and sponsorships and their contracts.
- ◆ Provided translations and proofreading for company documents (contracts, company contents).
- ◆ Provided IT support to the company regarding soft- and hardware problems or improvements.
- ◆ Ensured the healthy communication between the company and its customers.

08/'11 – 08/'12

Freelance Translation and Interpretation, Ankara, Türkiye

Freelancer

- ◆ Offered translation services for local authorities and international entities including Total, Microsoft, and EU embassies.

04/'10 – 07/'11

GLOBEKS ELT International Education, Ankara, Türkiye

Partner of the firm

- ◆ Oversaw and led the management of the Ankara office as a Partner, directing operations, strategic planning, and team leadership in addition to my programmatic responsibilities.

08/'08 – 04/'10

GLOBEKS ELT International Education, Ankara, Türkiye

International Education Coordinator

- ◆ Managed relationships with international partners (EU & US universities, language schools etc.) local branches.
- ◆ Oversaw financial reporting of Ankara branch.
- ◆ Led in-service trainings to staff across all ELT branches.
- ◆ Attended to the meetings at the universities in Türkiye and represented the company.
- ◆ Coordinated company's participation to the international education fairs.

07/'07 – 09/'07

Prodil Translation and Language Training Centre, Istanbul, Türkiye

Internship - Translator in English and German Languages

- ◆ Took part in translation projects with companies such as Microsoft as translator and proof-reader.

ACTIVITY & MEMBERSHIP

2004

Turkish Red Crescent Society
Volunteer

EDUCATION

ONGOING - Dissertation

Hacettepe University, Ankara, Türkiye

Institute of Social Science, Master's Degree in German Linguistics
Thesis: Euphemism in German and Turkish Political Languages
GPA: 4.0 / 4.0

02/'08 – 09/'08

Universität Mannheim, Mannheim, Germany

German Language and Literature with Erasmus Scholarship

2003 - 2008

Hacettepe University, Ankara, Türkiye

Faculty of Letters, German Language and Literature (BA)

1999 – 2002

Abdurrahman Pasa Foreign Language Intensive High School, Türkiye

Secondary Education

LANGUAGES

Turkish

◦ Mother language, very good elocution, public speaking, communication skills

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	B2	C1	B2	B2	C1
Arabic	A1	A2	A1	A1	A2
French	B1	B1	B1	B1	B1

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2 Proficient user
[Common European Framework of Reference for Languages](#)

SELF-ASSESSMENT

DIGITAL COMPETENCE	Information processing	Communication	Content creation	Safety	Problem solving
	Proficient user	Proficient user	Proficient user	Proficient user	Proficient user

- ◆ Excellent command of office suite (MS Office tools)
- ◆ Good command of visual reporting tools (Tableau, Power BI)
- ◆ Excellent command of SAP and Web-based reporting systems
- ◆ Excellent command of **reporting tools (ECHO and WFP)**

TRAININGS & CERTIFICATES (Application Related)

- ◆ **Foreign Policy and Diplomacy** - Anadolu University Certificate Programme (1 semester)
- ◆ **Human Rights** - Anadolu University Certificate Programme (1 semester)
- ◆ **Migration Studies** - Social Sciences University of Ankara Certificate Programme (2 weeks)
- ◆ **Protection** - DG ECHO
- ◆ **International Humanitarian Law** - ICRC & Turkish Red Crescent
- ◆ **Gender – Age Marker** – DG ECHO & UNWOMEN
- ◆ **Social Protection and Nexus** – DG ECHO
- ◆ **NEXUS Academy** – UN-DAC Dialogue Group

- ◆ **Linking Social Protection and Humanitarian CVA** – CaLP
- ◆ **CaLP Core CVA Skills for Programme Staff** – 12 weeks
- ◆ **Cash-Based Transfers – Programme** - WFP
- ◆ **Advanced Cash-Based Transfers - Programme** - WFP
- ◆ **Urban Cash Transfers – Programming and Livelihoods** - CALP
- ◆ **CBT Reconciliation** - WFP
- ◆ **Coordinating multisector Cash and Voucher Assistance** - CaLP
- ◆ **MEB Gap Analysis and Calculating the Transfer Value** – WFP & CaLP
- ◆ **Introduction to Market Analysis** - CaLP
- ◆ **Market Assessment Tools** – CaLP – 4 Days
- ◆ **HACT** – UNICEF
- ◆ **Presentation Skills and Public Speech Training** – WFP & DG ECHO

- ◆ **FAFA & FPA – “Preparing a DG ECHO Action: The Single Form”**
- ◆ **FAFA & FPA – “Implementing a DG ECHO funded Action”**
- ◆ **FAFA & FPA – “The Audit Process”**

- ◆ **HEAT** (renewed in July 2023)
- ◆ **Prevention of Harassment Sexual Harassment and Abuse of Authority in the Workplace**
- ◆ **Ethics and Standards of Conduct** – WFP & DG ECHO