



Resident Twinning Advisor Assistant

EU Twinning Project, (TR 14 IPA JH 06 17) Improving Judicial Notification System

REPUBLIC OF TURKEY MINISTRY OF JUSTICE

Job Announcement for Resident Twinning Advisor Assistant for EU-Twinning Project

An RTA Assistant is sought for an EU Twinning Project (TR 14 IPA JH 06 17) Improving Judicial Notification System between the Republic of Turkey and the United Kingdom for the period 20th July 2018, for 21 months, in Ankara.

Starting Date for Employment

20th July 2018

Place of Duty: Adalet Bakanlığı (Ministry of Justice) Hukuk İşleri Genel Müdürlüğü (DG for Civil Affairs) Milli Müdafaa Caddesi, Number: 22 Postal Code: 06659 Kızılay/ ANKARA

Maximum Gross Salary: EUR 2.000

Overall purpose: To support the Resident Twinning Advisor (RTA) and short-term experts (STEs) visiting Turkey in the execution of their responsibilities and tasks to deliver the project objectives.

Principal Tasks

1. To organize and run the project office by setting up robust office and financial systems and processes
2. Assist the Resident Twinning Advisor in the implementation of the work plan of the twinning contract by organizing meetings, seminars, workshops and creating the working materials for such events (slides, handouts etc.)
3. Drafting of letters, reports and other project related documents
4. Prepare financial information and record of all project expenditure
5. Organise and assist in the planning of visits by STEs, study visits and internships
6. Organise venues, travel, equipment and materials for meetings, training events etc.
7. Attend meetings, assist in interpretation and production of minutes
8. Develop and maintain close working relationship with all stakeholders in the project, such as the Ministry of Justice, PTT, EU Delegation, CFCU.
9. To act as interpreter and translator to the Resident Twinning Advisor and short-term experts involved in the project on any issues relevant to the project where separate arrangements for translation or interpretation have not been made

Necessary Qualifications

1. University degree in relevant subject
2. Able to interpret and translate Turkish to English and vice versa with accuracy and at a good speed
3. Excellent organizational and planning skills
4. Ability to maintain financial records and budget accordingly within a large project
5. High levels of communication and interpersonal skills
6. Good negotiation and influencing skills
7. Ability to work as part of a team and independently
8. Highly motivated and results driven
9. Advanced computer literacy (MS Office and Internet)
10. Good attendance record
11. Willingness and flexibility to work overtime when necessary
12. Project Management (Desirable)

Previous experience in Twinning Projects (Desirable)

Remuneration

The salary will be paid according to the Twinning Contract.

Working contract will be signed for a period of 21 months, starting on 20th July 2018.

Candidates must be able to assist in the delivery of training in a number of provinces in Western Turkey during this period.

How to Apply

Please send your application via e-mail to kevin.perriment@scjs.eu mveli@hotmail.com and izzetbasara@gmail.com

Deadline: 0900 Monday 20th June 2018

The selection meetings will take place on the 27th and 28th June 2018. Only shortlisted candidates will be invited to the selection meetings.

Contact Point

Adalet Bakanlığı (Ministry of Justice) Hukuk İşleri Genel Müdürlüğü (DG for Civil Affairs) Milli Müdafaa Caddesi, Number: 22 Postal Code: 06659 Kızılay/ ANKARA

NOTE:

- 1) Twinning Manual foresees that the chosen assistant is not a civil servant or agent of the beneficiary (past 6 months) nor is on leave from the beneficiary to take up the position of the RTA Assistant.
- 2) The assistant will sign a service provider contract and must have a status of self-employed. It will be his/her sole responsibility to comply with all legal requirements for self-employment as well as to cover all related taxes and charges.