



## REPUBLIC OF TURKEY MINISTRY OF JUSTICE

### Job Announcement for Language Assistant for EU-Twinning Project

A Language Assistant is sought for an EU Twinning Project entitled “TR 14 IPA JH 06 17 – Improving Judicial Notification System” between the Republic of Turkey and the United Kingdom for the period 20<sup>th</sup> July 2018, for 21 months, in Ankara.

#### Starting Date for Employment

20<sup>th</sup> 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

#### Tasks

1. Interpretation skills/interpreting from English to Turkish and vice versa, at meetings, workshops, training and other oral conversations.
2. Translation of documents, regulations, training materials, information materials and other written materials from English to Turkish and vice versa.
3. Drafting of written materials with relation to the project in Turkish and English.
4. Assist Resident Twinning Advisor and Assistant as required

#### Necessary Qualifications

1. University degree in English Language
2. At least 3 years experience of working as an interpreter / translator between Turkish and English
3. Co-facilitation of training, workshops and seminars with non-Turkish speaker
4. Very good computer skills (MS Office and Internet).
5. Excellent organizational and planning skills
6. High levels of communication and interpersonal skills
7. Ability to work in a team and independently
8. Highly motivated and results orientated
9. Good attendance Record
10. Willingness and flexibility to work overtime when necessary and attend business trips in Turkey and the European Union as required
11. Previous experience of working in a Twinning Projects will be advantage.

#### Remuneration

The salary will be paid according to the Twinning Contract.

Working contract will be signed for a period of 21 months, starting on the 20<sup>th</sup> 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](mailto:kevin.perriment@scjs.eu), [mvelj@hotmail.com](mailto:mvelj@hotmail.com) and [izzetbasara@gmail.com](mailto:izzetbasara@gmail.com)

Deadline: 0900 Monday 20<sup>th</sup> June 2018

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

Contact Point

Adalet Bakanlıđı (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 Language 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.