



## **Job Announcement for RTA Assistant (RTAA) for EU-Twinning Project**

### **1. BACKGROUND**

The European Commission is financing the Twinning Project EU Twinning Project entitled “TR 14 IPA JH 09 17 Improved Capacity of Civil Enforcement Offices Phase II” in the Republic of Turkey.

The project will be implemented by Spain through the Spanish Ministry of Justice. The implementation period is 21 months starting approximately at the end of July of 2018 (depends on the signature of the Twinning Contract).

The aim of this twinning project is to support Republic of Turkey in the process of fulfilling the European Union (EU) pre-accession requirements in field of civil enforcement Offices.

The Resident Twinning Advisor (RTA) will reside in Ankara during the project's implementation period. EU Member State short term experts (STEs) will travel to Turkey for short missions throughout the project period.

### **2. THE POSITION**

FIIAPP F.S.P., wishes to recruit one Assistant to the RTA. The assistant will be employed by FIIAPP F.S.P., the Spanish Public Organisation in charge of the Twinning Management.

#### **Starting Date for Employment**

Expected to be at the end of July of 2018 (depends on the signature of the Twinning Contract).

#### **Place of Employment**

Ankara, with possible short trips to different locations within Spain.

### **3. TASKS**

- Directly report to RTA in the day-today duties;
- Organization of meetings with MTA and relevant authorities management and staff
- Attendance at meetings and drafting the minutes;
- Providing organizational and logistic support related to STEs missions
- Coordination among involved departments of the MTA and other institutions participating in the project;
- General office management;
- Establishing and maintaining proper document recording system;



- Organization of trips in Ankara and EU for project participants, including room reservation and other logistic support;
- Assistance to the RTA in the preparation of administrative and technical reports and various working papers for the project activities;
- Providing organizational and logistic support related to training, study tours and visits to the EU Member States;
- Providing assistance for the RTA in contacts with institutions.
- Assistance in preparation of RTA's relocation to Ankara.

This list is not exclusive of other possible tasks.

#### **4. PROFILE**

##### **Qualifications demanded**

- a. University degree
- b. Excellent command of English and Turkish
- c. Excellent drafting skills in English and in Turkish and ability to elaborate documents
- d. Ability to work in an international environment
- e. Good communication skills
- f. Proficient computer skills, including Microsoft Office applications
- g. Strong administrative and organizing skills, ability to work with minimal direction/supervision
- h. Ability in the preparation of administrative and technical reports and various working papers for the project activities
- i. Capacity to provide efficient organisational and logistic support related to training, study tours and visits to the EU Member States

##### **Assets**

- i. Knowledge of Spanish will be valuable
- ii. Knowledge of Turkish Public Administration, European Commission and international projects will be an asset.
- iii. Previous actions in international technical assistance projects, and/or actions working with European and/or international organisations is an asset.
- iv. Previous actions in Twinning Projects will be an advantage.
- v. Previous actions in drafting reports and providing support in designing and revision of legislation will be an asset.
- vi. Knowledge of electronic information exchange

#### **5. OTHER**

The honoraria will be 2.000 Euros monthly (indirect taxes not included).



Contract services will be signed for 21 months with the FIIAPP, F.S.P. (the Spanish institution responsible of the management of the TW) as Contracting Authority.

The selected person must annually provide the FIIAPP, F.S.P, a **tax certificate** which proves that he/she pays taxes in Republic of Turkey and a **bank certificate** that certifies the bank account ownership.

Working hours: According to organisation timetable where office is located and, anyway, to the project scheduled activities.

Flexibility regarding working hours in the office is required. Overtime may be necessary at times.

Working place is in Ankara. Travel inland and abroad may occur.

## 6. EVALUATION

Evaluation will be carried out using the below grid. Appropriate means will be used to find candidates compliance with requirements and additional qualifications.

QUALIFICATIONS DEMANDED (MINIMUM REQUIREMENTS)
a. University degree
b. Excellent command of English and Turkish
c. Excellent drafting skills in English and in Turkish and ability to elaborate documents
d. Ability to work in an international environment
e. Good communication skills
f. Proficient computer skills, including Microsoft Office applications
g. Strong administrative and organizing skills, ability to work with minimal direction/supervision
h. Ability in the preparation of administrative and technical reports and various working papers for the project activities
i. Capacity to provide efficient organisational and logistic support related to training, study tours and visits to the EU Member States



ASSETS EVALUATION	
i. Knowledge of Spanish - B2 level: 5 points - C1 level: 10 points	Max. 5
ii. Knowledge of Turkish Public Administration, European Commission and International Finance institutions - 2 points for each year of actions in Turkish Public Administration, European Commission or International Finance institutions	Max. 20
iii. Previous actions in international technical assistance projects, environments and/or organisations - 2 points for each year of action in international technical assistance projects, environments and/or organisations	Max. 20
iv. Previous actions in Twinning Projects or projects funded by the European Union - 2 points for each Twinning or projects funded by the European Union.	Max. 20
v. Actions in drafting reports and providing support in designing and revision of legislation - 2 points for each year of actions in drafting reports and providing support in designing and revision of legislation	Max. 15
vi. Knowledge of electronic information exchange - 2 points for each year of actions in electronic information exchange	Max. 20
<b>Total:</b>	<b>100</b>

## 7. APPLICATION

Please send your application **in English** (Europass CV format<sup>1</sup>) via e-mail to **the following** email addresses: [mjuste@fiiapp.es](mailto:mjuste@fiiapp.es) and to [jl.parra@justicia.es](mailto:jl.parra@justicia.es) and [ab198652@adalet.gov.tr](mailto:ab198652@adalet.gov.tr) indicating **“Application RTA Assistant – Republic of**

<sup>1</sup> Europass CV format can be found here:  
<https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions/templates/doc.doc>



**Turkey”** on the subject line of the email. Please include an email and a telephone contact number in the application.

**All applications received with no reference of the post or in any other format different from the European Format CV or in another language different from English will automatically be rejected.**

**Deadline for submission: 9th of July 2018. 12,00**  
**Late applications will not be taken into consideration.**

Only shortlisted candidates will be contacted.

**NOTE:** Twinning Manual foresees that the chosen assistant is not a civil servant or agent of the beneficiary (at least during the 6 months preceding their recruitment) nor is on leave from the beneficiary to take up the position of the project language assistant.