



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 07 17 - Increasing Efficiency of Auxiliary Staff in Judicial Services and the Quality of Trainings” for the period 21st May 2018, for 21 months, in Ankara.

Starting Date for Employment

21st May 2018

Place of Employment

Ministry of Justice, Adalet Bakanlığı, Milli Müdafaa Cd., Kızılay, Ankara

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 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 monthly salary will be 2000€. The salary will be paid according to the Twinning Contract and he/she will be contracted by the Member State

Working contract will be signed for a period of 21 months, starting on the 21st of May.

Candidates must be able to assist in the delivery of training in a number of provinces in Western Turkey during this period. Additional remuneration in the form of per diems will be paid where eligible.

How to Apply

Please send your application via e-mail to Natalia.sabadas@scjs.eu and robinjarman@live.co.uk

Deadline: 09.00 Monday 30th of April 2018

Short-listed candidates will be invited for an interview shortly afterwards

Contact Point

Ministry of Justice, Adalet Bakanlığı, Milli Müdafaa Cd., Kızılay, Ankara

NOTE: Twinning Manual foresees that the LA shall not have been in any contractual relation with the Beneficiary administration during at least the 6 months preceding their hiring.