



Resident Twinning Advisor Assistant

EU Twinning Project, TR 14 IPA JH 07 17 - Increasing Efficiency of Auxiliary Staff in Judicial Services and the Quality of Trainings”

REPUBLIC OF TURKEY MINISTRY OF JUSTICE

Job Announcement for RTA Assistant for EU-Twinning Project

An RTA 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

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, particularly Jandarma, Turkish National Police, Coastguard, Ministries of Interior and Justice in Turkey, EU Delegation, CFCU, EU Member States (United Kingdom, Hungary and the Netherlands)
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 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 RTAA shall not have been in any contractual relation with the Beneficiary administration during at least the 6 months preceding their hiring.