



Twinning project entitled TR 12 IB JH 01 "Strengthening of Probation Services' Institutional Capacity in Transition to Electronic Monitoring System"

Job Announcement for Project/RTA Assistant for EU-Twinning Project

Ministry of Justice

General Directorate of Prisons and Detention Houses

Probation Department

A full-time RTA Assistant is sought for the EU funded Project entitled TR 12 IB JH 01 "*Strengthening of Probation Services' Institutional Capacity in Transition to Electronic Monitoring System*". This is a Twinning project between Turkey, United Kingdom, the Netherlands and Portugal on electronic monitoring. The RTA Assistant will be locally recruited and assigned to work as a project assistant with Resident Twinning Advisor (RTA).

Place of Employment	: Ministry of Justice, Ankara
Duration of Employment	: From 1 st of May 2017 till 16 th of August 2017.
Starting Date for Employment	: May 2017
Gross salary	: € 2000

A. Necessary Qualifications and Skills

- Turkish native speaker;
- A four-year university graduate;
- Ability to translate / interpret from English to Turkish and vice versa with fluency;
- Excellent oral and written communication and presentation skills in English;
- Ability to draft documents and prepare reports in English;
- Capacity to maintain effective document and record management;
- Ability to organize events, such as trainings, meetings, business trips, study visits;
- Ability to work in a team and independently;
- Ability to work under pressure according to timelines and work overtime when needed;
- Advanced computer literacy (MS Office, Word, Excel, Power Point and Internet);
- Willingness and flexibility to attend business trips inside Turkey and to EU states as required;
- Ability to maintain financial records and budget accordingly within a project;

B. The following features will be asset:

- Fluency in written and spoken English and the ability to translate/ interpret from English to Turkish and vice versa;
- Professional experience as RTA Assistant or Language Assistant in a EU twinning project or a similar position another project financed by an international organization;
- Knowledge and/or experience in EU policies and institutions, and in criminal justice area;
- Knowledge and/or experience in basic accounting and office management.

C. Tasks

- Assisting and supporting the RTA, the short term experts and other foreign specialists involved in the project in matters related to language or other issues due to being and working in a foreign country;
- Practical organisation of trainings, expert missions, preparation of equipment and materials for meetings, workshops in Turkey and study visits to EU Member States, including their programs, travel and hotel and venues arrangements;
- Drafting written materials with relation to the project in Turkish and English, and, in particular, technical reports for the project and minutes of meetings;
- Interpreting during meetings and other oral conversations from English to Turkish or vice versa;
- Attending other meetings relevant to the project as required;
- Translating documents, laws, regulations, training materials, information materials and other written materials from English and/or Italian to Turkish and vice versa;
- Drafting written materials with relation to the project in Turkish and English;
- Proofreading of documents;
- Performing necessary office management tasks including filing, answering phone calls, sending/receiving faxes, e-mails, keeping daily records of RTA office expenses, dealing with products/ service providers, payment of local invoices, preparation of participation records, etc.;
- Supporting the RTA to prepare financial information and record of all project expenditure if necessary by RTA;
- Providing ad hoc administrative support to the RTA in Turkey including advice and guidance on local issues; and
- Supporting the language assistant when requested by the RTA without causing a major neglect for RTA assistant's own duties.

D. Application Process

Applications must include a CV in EU standard format in English and with an up-to-date photo (see europa.eu/rapid/press-release_DOC-02-9_en.doc), letter of intention in English (signed by the applicant, explaining the compliance with eligibility criteria for the post and motivation) will be sent **by only e-mail to** Anthony.Amaechi1@justice.gsi.gov.uk **with copied:** J.Voert@reclassering.nl

at the latest 24th of March 2017; 18:00.

E. Selection Process

Only the short list of the candidates to be deemed as appropriate for the position according to their application dossier will be invited by e-mail for an interview.

IMPORTANT NOTICE:

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 project assistant.

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.