



JOB DESCRIPTION

POST:	Language Assistant (TR 12 IB JH 01 - The Strengthening of Probation Services' Institutional Capacity in Transition to Electronic Monitoring System)
REPORTING TO:	Resident Twinning Advisor (RTA)
LOCATION:	Ankara, Turkey
SALARY:	2,000 € per month, fully inclusive
ANNUAL LEAVE:	20 days per annum.
CONTRACT:	Fixed term contract for 2,5 months

Key Purpose of Role:

The Language Assistant (LA) will assist the project and RTA in the successful implementation of the Twinning Contract and in particular, in the effective delivery of the project activities. The LA will provide translation and interpretation, in order to support the improvements of the Turkish Directorate of Prisons and Detention Houses.

The main responsibilities of the Language Assistant are as follows:

1. To act as interpreter and translator to the RTA 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.)
2. Attend meetings, training workshops and other project related events and assist in translation and the recording of minutes.
3. To develop and maintain close working relations with all Project stakeholders, in particular the Turkish Directorate of Prisons and Detention Houses, the EU Delegation, CFCU, Member States (United Kingdom, The Netherlands and Portugal) and other Government Officials involved in the Project.
4. Providing good liaison and communication for short term experts and other foreign specialists, in relation to the project. To include explanation of specific project requirements and individual work plans.
5. Translating documents, training manuals, guidance notes, reports and other written materials from English to Turkish and vice versa

6. Assist the RTA, short term experts and foreign specialist in responding to and resolving difficulties arising from use of foreign language or working in a foreign country.
7. To operate flexibly and as part of a team, supporting the overall aim of the project.
8. To represent and promote the project positively and professionally in all aspects of the role.
9. To demonstrate a commitment to and understanding of issues of equality in all aspects of the role.
10. Any other such activities as may reasonably be required of the post holder.
11. Perform certain duties of the RTA Assistant in their absence as required

How to Apply

Please send your application comprising of your CV (in English **and in EU format**) and a covering letter via e-mail to: J.ter.Voert@reclassering.nl and Anthony.Amaechi1@justice.gsi.gov.uk

Please enter the following in the subject line of your email:- EU Twinning Project, TR 12 IB JH 01 – Recruitment of LA

Deadline:

Tuesday, 9th of May 2017

Short-listed candidates expected to be interviewed during:

the week of **11-12 May 2017**

Contact Point

Mr Jos Ter Voert, Resident Twinning Advisor - J.ter.Voert@reclassering.nl

NOTE: The 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.

Language Assistant
Person Specification

Category		Essential	Desirable
Qualifications, Education and Training	University Degree in a relevant field	√	
	A University Degree in Business Administration or Criminal Justice		√
	Project Management and/or Accounting		√
Experience	Experience of working in an office environment	√	
	Advanced computer literacy (MS Office, Internet)	√	
	Experience of managing a large budget	√	
	Experience with the interpretation and translating texts from Turkish to English and vice versa	√	
	Experience with the interpretation and translating texts from Turkish to an EU member state language		√
	Project Management experience		√
	Experience of working /studying in the UK and other Member States		√
	Experience of working in Twinning or similar projects would be an advantage		√
	Experience of planning and organising events and travel	√	
	Experience of working in an international project about Probation		√
Knowledge and Understanding	Knowledge and undersigning of project administration and budget monitoring systems and processes	√	
	Knowledge of EU institutions and policies	√	
	Knowledge and Understanding of the Criminal Justice Sector, Probation System of Turkey		√
	Knowledge and understanding people management and learning and development interventions		√
Key Skills and Attributes	Excellent organisational skills and the ability to plan ahead.	√	
	Ability to maintain financial records and budget	√	

	accordingly		
	High levels of communication and interpersonal skills	√	
	Highly motivated and results orientated	√	
	Be able to work effectively as team and independently	√	
	Good attendance record	√	
	Willingness and flexibility to work overtime when necessary and attend business trips inside Turley and EU Member States	√	