# Job Announcement for RTA Language Assistant

# (LA of the Project) for EU-Twinning Project

## BACKGROUND

The European Commission is financing the Twinning Project TR13IBAG02R entitled ***“Reinforcement of the Turkish Fisheries Management System”.***

The project will be implemented by Spain through the Secretariat General for Fisheries of the Spanish Ministry of Agriculture, Food and Environment. The implementation period is 18 months starting approximately in the third quarter of 2016 (depends on the signature of the Twinning Contract).

The aim of this twinning project is to reinforce the Turkish fisheries management system for the future implementation of the European Union (EU) Common Fisheries Policy (CFP).

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

## THE POSITION

FIIAPP wishes to recruit a Language Assistant (LA of the Project) to the RTA. The assistants will be employed by FIIAPP, the Spanish Public Organisation for the Twinning Management.

**Starting Date for Employment**

Expected to be in the third quarter of 2016 (depends on the signature of the Twinning Contract).

**Place of Employment**

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

## TASKS

* Translate from English to Turkish documents relevant to the project (including legal documents).
* Draft written materials with relation to the project in English or Turkish.
* Assistance in preparation of administrative and technical reports and various working papers for the project activities.
* Interpretation at working meetings for RTA and STEs and contribution to translation efforts, when required.
* Draft minutes of meetings.
* Assist the RTA, his counterpart, the STEs, and other foreign specialists involved in the project in matters related to language communication.
* Interpreter during study visits, trainings, seminars, workshops and similar meetings that will be held within the project activities.
* Preform necessary office management tasks including filing and basic book-keeping.
* Support twinning project website including updating translated information in Turkish, Spanish and English languages.
* Assist RTA and FIIAPP in the general management of the project, including travel arrangements for project participants;
* Providing organisational and logistic support related to training, study tours and visits to the EU Member States;

This list is not exclusive of other tasks.

## PROFILE

**Qualifications demanded**

* University degree
* Excellent command of English and Turkish, including mastering technical terminology used in Fisheries
* Excellent drafting skills in English and in Turkish
* Ability to travel with overnight stays

**Assets**

* Previous experience in Twinning Projects will be an advantage, particularly as language assistant.
* Experience in cooperation with international technical assistance projects and/or with European or international Fisheries organisations is an asset.
* Knowledge in Spanish will be an advantage.
* Ability to work in a team and in a multinational environment.
* Very good computer skills (MS Office, Internet, etc).
* A basic knowledge of the EU’s Common Fisheries policy will be an asset.

## OTHER

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

Contract services will be signed for 18 months with the FIIAPP (the Spanish institution responsible of the management of the TW) as Contracting Authority.

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

Working hours: fulltime.

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.

## EVALUATION GRID

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| REQUIREMENTS | |
| University degree | |
| Excellent command of English and Turkish | |
| Excellent drafting skills in English and in Turkish | |
| Ability to travel with overnight stays | |
| ASPECTS TO BE EVALUATED | |
| Knowledge on technical terminology used in Fisheries | 20 |
| Previous experience in Twinning Project. Experience in cooperation with international technical assistance projects. Experience working with European and/or international Fisheries organisations | 10 |
| Experience as language assistant | 20 |
| Knowledge in Spanish | 30 |
| **Total:** | **100** |

## APPLICATION

Please send your application **in English** (Europass CV format[[1]](#footnote-1)) via e-mail to **all of the following** email addresses: Esra Fatma Denizci Çakmak ([esrafatma.denizci@tarim.gov.tr](mailto:esrafatma.denizci@tarim.gov.tr), +90 506 301 46 47), Carlos Ossorio ([cossorio@magrama.es](mailto:cossorio@magrama.es), +34 91 347 52 61) and Sara Mercader ([smercader@fiiapp.org](mailto:smercader@fiiapp.org), +34 91 591 50 90) indicating ***“Application RTA Assistant – Turkey”*** as the subject of the email. Please include an email and a telephone contact number in the application.

**All applications received with no reference of the post, in a different CV format than the EU Europass format and in another language different from English will automatically be rejected.**

**Deadline for submission: 8th of April 2016**

**All applications received later than this time will not be taken into consideration.**

Short-listed candidates will be invited for an interview in the second half of April 2016 in Ankara (exact date and place to be confirmed to each shortlisted participant).

**NOTE:** 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 language assistant.

Interviews will be carried out in English.

1. Europass CV format can be found here:

   <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions/templates/doc.doc> [↑](#footnote-ref-1)