Vacancy for

**RTA Assistant for EU Twinning Project**

“Harmonization of Cross Compliance Rules”

**Possible Starting Date**

February 2016

**Location**

Ministry of Food, Agriculture and Livestock, Eskişehir Yolu 9.Km. Lodumlu, Ankara.

**Tasks**

***Most important tasks will be:***

1. Assisting the RTA in the day-to-day implementation of the project;
2. *Translation* of project documents from English to Turkish and vice versa;
3. *Interpretation* from English to Turkish and vice versa at meetings and other conversations for the RTA, the project team and visiting foreign experts;

***Other tasks include:***

1. Office management (organising project data and files) and general work (phone, fax, mail, photocopying, taking notes during meetings)
2. Maintaining filing systems (online and physical) and facilitating the exchange of information between project partners;
3. Editing the monthly, quarterly and final project reports and any other relevant documents;
4. Undertaking general administration duties required for project implementation;
5. Organisation of seminars, training events, meetings and other visits out of Ankara;
6. Maintaining close working relationships and dialogue with Beneficiary Country (BC) administration and counterparts;
7. Any other duties as reasonably requested by the Resident Twinning Advisor.

**Necessary Qualifications**

1. Professional *fluency* in oral and *written* English;
2. Have at least a Bachelor level education;
3. Excellent computer skills (MS Word, MS Excel, and ability to work with online productivity tools);
4. *Excellent* *organisational* skills;
5. Excellent communication and *diplomatic* skills;
6. Ability to work in a team and under pressure;
7. Willingness and flexibility to travel (within Turkey and possibly abroad);
8. Experienced in working in international donor funded projects -preferably EU funded projects, such as Twinning projects- will be an advantage;
9. Proven experience in office management and project administration is an advantage;
10. Earlier experience of working with the Ministry of Food, Agriculture and Livestock is an advantage;
11. Basic knowledge of the EU and EU’s Common Agricultural Policy will be an asset.

**Contract**

A contract will be made up for a period of 12 months.

**How to Apply**

Please send your ***cover letter*** and ***curriculum vitae*** (***in English*** via e-mail, for the attention of Ms. Esther Koopmanschap (RTA) and Ms. Cemre Özcanlı (RTA Counterpart), to: eutwinning.crosscompliance@gmail.com. Please, indicate **Ref.: RTAA** in the subject field of your email and include names and details of ***two references***.

**Application deadline**

**Monday 16 November 2015 at 18.00 hrs** Turkish local time.

**Notification procedure**

**Short-listed applicants** will be notified ***by email*** on **Friday 20 November 2015** whether they are invited for the interviews on **Thursday** **26 November 2015** or **Friday 27 November 2015.**

**Note**

The EU Twinning Manual foresees that the chosen assistant is **not** a civil servant or agent of the beneficiary for the past 6 months, nor is on leave from the beneficiary to take up the position of the project assistant.