**Ministry of Agriculture and Forestry, General Directorate of Agrarian Reform, Department of Organizations Job Announcement for**

 **Language Assistant for European Union Twinning Project**

**Job Announcement for Language Assistant for EU-Twinning Project**

A Language Assistant is sought for an EU Twinning Project entitled “Capacity Building for Fishery Producer Organisations and Provincial Agricultural Directorates in line with CMO” for 12 months in Ankara.

**Starting Date for Employment**
6.05.2019

**Place of Employment**
T.C. Tarım ve Orman Bakanlığı, Tarım Reformu Genel Müdürlüğü, Teşkilatlanma Daire Başkanlığı, Yeni Bina, 9.Kat, Eskişehir Yolu 9. km, Lodumlu, Ankara.

**Tasks**

1. Support the Resident Twinning Adviser’s Assistant in her daily tasks
2. Interpretation skills/interpreting from English to Turkish and vice versa, at meetings and other oral conversations.
3. Translation of documents, regulations, training materials, information materials and other written materials from Spanish to English and English to Turkish and vice versa.
4. Drafting of written materials with relation to the project in Turkish and English.

**Necessary Qualifications**

1. University degree, fisheries background would be a plus
2. Professional fluency in oral and written in English and Spanish; Portuguese would be a plus
3. Experience in European twinning projects
4. Organized and rigorous
5. Autonomous
6. Very good computer skills (MS Office, Word, Excel, Internet)
7. Very good communication skills
8. Good capability to manage multi-cultural environment
9. He/She shall be able to act with secrecy and discretion and have good presentation

**Remuneration**
The payment will be done according to the Twinning Contract.
The service provider contract will be signed for the duration of the Project, foreseen on 12 months, and he/she will be contracted by the Member State

**How to Apply**
Please send your application, CV Europass + Cover Letter via e-mail to:

dhesmont@gmail.com, nezaket.comert@tarimorman.gov.tr

**Deadline**: 23 April 2019

Short-listed candidates will be invited for an interview

More on twinning projects: http://ec.europa.eu/enlargement/tenders/twinning/index\_en.htm

**IMPORTANT NOTICE:**
The language assistant shall not have been in any contractual relation with the Beneficiary administration during at least the 6 months preceding their hiring.

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.