



“TR 14 IB JH 02 Strengthening the Victims’ Rights in Criminal Justice System.”

Twinning Ref. Number: TR-2014-IB-JH-02

Is seeking to recruit: 1. Assistant to the Resident Twinning Advisor - RTA

Duration: 24 months, from **2nd semester of 2017 (expected in April-May 2017) to April 2019**

Position is based in: Ministry of Justice of Turkey

Address: Adalet Bakanlığı Milli Müdafaa Caddesi No: 22 Kat: 3
Bakanlıklar/ Kızılay, Ankara, Turkey

Gross monthly salary: 2,000,00 EUR fixed term contract

1. RTA assistant

Tasks:

- Assisting to the RTA with project co-ordination and management
- Acting as interpreter and translator (Turkish to English and English to Turkish) on any issues relevant to the project
- Assisting RTA in organization of experts’ missions, trainings, seminars, workshops, steering committee meetings, and other project events
- Drafting and editing minutes of meetings, assisting RTA in drafting and editing monthly, quarterly and final project reports and any other relevant documents
- Arrangement of travel, booking accommodation and study visit
- Office management, monitoring telephone and general correspondence
- Developing and maintaining close working contacts and relationship with beneficiary country officials involved in each of the activities and the project management

Requirements for the candidates:

- University degree (University degree in Law will be an asset)
- Excellent command of spoken and written English language
- Computer literacy (e.g. Word, Excel, PowerPoint, Internet)
- He/She must be able to work fairly independently as well as part of a team and be initiative and flexible
- Proven experience in international projects and projects related to the field of justice will be an asset
- He/She may not have or recently (past six months) have had any contractual relation with the Ministry of Justice of Turkey
- Good Knowledge of Spanish would be an asset

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following address: pj.barcelo@poderjudicial.es, magdur@adalet.gov.tr and nultavsert@fiiapp.org by the 17th April 2017.

Shortlisted candidates only will be invited to attend an interview. Interviews are scheduled to be held **upon communication**, in Ministry of Justice of Turkey, Department of Victim Rights.

For any further information please contact: **Mr. Pedro Barcelo:** pj.barcelo@poderjudicial.es; magdur@adalet.gov.tr

The abovementioned Twinning project is a joint project between Kingdom of Spain represented by the Spanish General Council of the Judiciary and Turkey, represented by the Ministry of Justice. The main objective of the project is to **strengthen the Victims' Right System in Turkey**.

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.