



## **“TR 13 IB JH 03 Strengthening the Legal Aid Service in Turkey.”**

**Twining Ref. Number: TR-2013-IB-JH-03**

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

Duration: 21 months, from **June 2016 to February 2018**

Position is based in: Ministry of Justice of Turkey

Address: Adalet Bakanlığı Milli Müdafaa Caddesi No: 20

Kat: 3-4 Bakanlıklar 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

Interested candidates are requested to submit their CV and a letter of application in English via e-mail to the following address: [vanessauntiedt@hotmail.com](mailto:vanessauntiedt@hotmail.com) by the 4<sup>th</sup> **July 2016**.

Shortlisted candidates only will be invited to attend an interview. Interviews are scheduled to be held **upon communication**, in Ministry of Justice of Turkey, Adalet Bakanlıđı Milli Müdafaa Caddesi No: 20 Kat: 3-4 Bakanlıklar Ankara, Turkey

For any further information please contact: **Ms. Vanessa Untiedt Lecuona:** [vanessauntiedt@hotmail.com](mailto:vanessauntiedt@hotmail.com)

The abovementioned Twinning project is a joint project between Kingdom of Spain represented by the Ministry of Justice and Turkey, represented by the Ministry of Justice. The main objective of the project is to **Strengthening the Legal Aid Service in Turkey**.