



Twinning project entitled: "Capacity Building Regarding Official Controls, Animal Welfare, Zoonoses and Animal By-Product Management"

Job Announcement for a Language Assistant for an EU-Twinning Project

Ministry of Food, Agriculture and Livestock

A full-time Language Assistant is sought in the framework of the European Union funded Project entitled "Capacity Building Regarding Official Controls, Animal Welfare, Zoonoses and Animal By-Product Management (TR 13 IB AG 03)", or "Official Controls for Safe Food" for 12 months, in Ankara. This project is a Twinning project between Turkey (Ministry of Food, Agriculture and Livestock, MoFAL) and the EU, implemented by a French-Hungarian consortium, in the domain of food and feed safety, in particular with regard to official controls and laboratory analyses. The Language Assistant will be locally recruited and assigned to work as a project assistant with the French Resident Twinning Advisor (RTA).

Place of Employment: Ministry of Food, Agriculture and Livestock,
General Directorate of Food and Control,
Eskişehir Yolu 9. Km, 06100 Lodumlu/ANKARA

Duration of Employment: 12 months

Starting Date for Employment: As soon as possible (March or April 2017).

Gross salary: € 2000

A. Necessary Qualifications and Skills

- Turkish native speaker;
- A four-year university graduate;
- Capacity to translate and interpret from French and English to Turkish and vice-versa fluently;
- Excellent oral and written communication and presentation skills in English and, as far as possible, in French;
- Ability to work in a team and autonomously;
- Ability to work under pressure according to deadlines;
- Willingness and flexibility to attend business trips inside Turkey, as required.

B. The following features will be assets

- Professional experience as Language Assistant or RTA Assistant in a EU Twinning project or similar position in another project funded by an international organization;

- Knowledge of technical terms in the food and food safety domain.

C. Tasks

- Translating documents, laws, regulations, training materials, information materials and other written materials from English and from French, to Turkish and vice versa;
- Consecutive interpretation during trainings, meetings and other oral conversations from English and French, to Turkish and vice-versa;
- Assisting and supporting the RTA, her counterpart, the French and Hungarian short term experts and other foreign specialists involved in the project in matters related to language or other issues due to being and working in a foreign country;
- Proofreading of documents;
- Drafting written materials in Turkish and English;
- Performing any other duties requested by the RTA and her counterpart.

D. Application Process

Applications must include a CV in the EU standard format, in English, with an up-to-date photo (see europa.eu/rapid/press-release_DOC-02-9_en.doc), a letter of intention in English (signed by the applicant, explaining the compliance with eligibility criteria for the post and motivation) and a copy of the university degree(s). These documents will be sent **by e-mail to vbellemain.tw@gmail.com at the latest 31.03.2017**

Remark: The person should not be a civil servant or agent of the beneficiary Ministry (past 6 months) nor is on leave from the MoFAL to take up the position of the project assistant.

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.

E. Selection Process

A first selection will be made on the basis of the application dossiers. Selected candidates will be interviewed by a selection committee in April 2017 in Ankara.

For application please contact:

Information:

Ministry of Food, Agriculture and Livestock,
General Directorate of Food and Control,
Web address: <http://www.tarim.gov.tr>

Central Finance and Contracts Unit (CFCU) in Turkey:
Web address: <http://www.cfcu.gov.tr>