



## **Gendarmerie General Command Job Announcement for Resident Twinning Adviser's Assistant for European Union Twinning Project**

**A Resident twinning adviser's Assistant is sought for an EU Twinning Project entitled "Forensic Trainings towards Advanced Examination Methods" for 21 months in Ankara.**

### **Starting Date for Employment**

01.05.2019

### **Place of Employment**

Jandarma Kriminal Daire Başkanlığı 06835  
Beytepe/Ankara/Turkey

### **Tasks**

1. Assist the Resident Twinning Adviser's office in its administrative mission
2. Prepare and follow organization of the mission of Member State experts, organize travel and accommodation, provide them with support during their mission
3. Support the RTA's in his duties and meetings, take minutes of meeting, and more generally ensure all administrative tasks required by the management of the Twinning Project at the RTA's Office.
4. Ensure the follow up of all data for the Quality Management System at the RTA's Office

### **Necessary Qualifications**

1. University degree
2. Professional fluency in oral and written English and Turkish (Spanish would be a plus).
3. Experience in European funded 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.
10. Applicants are neither a civil servant nor on leave from Turkish administration for the last 6 months to take up the position of the RTA assistant

### **Remuneration**

The payment will be done according to the Twinning Contract. Gross monthly salary: 2.000,00 EUR fixed term contract.

The service provider contract will be signed for a maximum of 21 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:  
[araceli.vazquez@justicia.es](mailto:araceli.vazquez@justicia.es), [kriminal@jandarma.gov.tr](mailto:kriminal@jandarma.gov.tr)

**Deadline:** 24 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](http://ec.europa.eu/enlargement/tenders/twinning/index_en.htm)

**IMPORTANT NOTICE:**

The 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.

**Contact Point**

Emre Gökgöz

Gendarmerie Forensic Department

e-mail: [kriminal@jandarma.gov.tr](mailto:kriminal@jandarma.gov.tr)



## **Gendarmerie General Command Job Announcement for Language Assistant for European Union Twinning Project**

A Language Assistant is sought for an EU Twinning Project entitled “Forensic Trainings towards Advanced Examination Methods” for 21 months in Ankara.

### **Starting Date for Employment**

01.05.2019

### **Place of Employment**

Jandarma Kriminal Daire Başkanlığı 06835  
Beytepe/Ankara/Turkey

### **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
2. Professional fluency in oral and written in English and Turkish (Spanish would be a plus).
3. Experience in European funded 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
10. Applicants are neither a civil servant nor on leave from Turkish administration for the last 6 months to take up the position of the language assistant

### **Remuneration**

The payment will be done according to the Twinning Contract. Gross monthly salary: 2.000,00 EUR fixed term contract.

The service provider contract will be signed for a maximum of 21 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:

[araceli.vazquez@justicia.es](mailto:araceli.vazquez@justicia.es), [kriminal@jandarma.gov.tr](mailto:kriminal@jandarma.gov.tr)

**Deadline:** 24 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](http://ec.europa.eu/enlargement/tenders/twinning/index_en.htm)

**IMPORTANT NOTICE**

The 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.

**Contact Point**

Emre Gökgöz

Gendarmerie Forensic Department

e-mail: [kriminal@jandarma.gov.tr](mailto:kriminal@jandarma.gov.tr)