



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

Twinning Ref. Number: TR-2013-IB-JH-03

Job description: Language assistant to the Resident Twinning Advisor (RTA)

Duration: 10 months, from **June 2017 to March 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

2. Language Assistant

Tasks:

- Translation of legal and technical documents from project working Language (English) to Turkish and vice versa for the project team (RTA, short-term experts and beneficiaries)
- Interpretation from project working language (English) to Turkish and vice versa for the project team (RTA, short-term experts and beneficiaries) on a daily basis and during seminars, workshops and official meetings (It is required for language assistant to have qualifications and experience to do simultaneous, consecutive and whisper interpretation)
- Drafting and editing of written project materials in Turkish and in English

Requirements for the candidates:

- University degree (University degree in English Translation and Interpretation will be an asset)
- Proven experience in legal and technical translation and interpretation (Simultaneous, consecutive, whisper and sight translation)
- 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
- He/She may not have or recently (past six months) have had any contractual relation with the Ministry of Justice of 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.

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.

The deadline for the applications is 5th of June, 2017. The interview will take place on Monday, 12th of June, 2017 at the premises of Ministry of Justice, Adalet Bakanlığı Milli Müdafaa Caddesi Bakanlıklar Ankara, Turkey. The candidates need to send their CVs and motivation letter by e-mail to RTA Ms. Vanessa Untiedt Lecuona: vanessauntiedt@hotmail.com and to RTA Assistant Ms. Gamze Fatma Özkan: gamzefatmaozkan@gmail.com. Both emails are required to be used for the applications.

Only short-listed candidates will be contacted.