**Ministry of Agriculture and Forestry, General Directorate of Agrarian Reform, Department of Organizations Job Announcement for**

 **Resident Twinning Adviser’s Assistant for European Union Twinning Project**

**Job Announcement for Resident twinning adviser’s Assistant for EU-Twinning Project**

A Resident twinning adviser’s Assistant is sought for an EU Twinning Project entitled “Capacity Building for Fishery Producer Organisations and Provincial Agricultural Directorates in line with CMO” for 12 months in Ankara.

**Starting Date for Employment**
6.05.2019

**Place of Employment**
T.C. Tarım ve Orman Bakanlığı, Tarım Reformu Genel Müdürlüğü, Teşkilatlanma Daire Başkanlığı, Yeni Bina, 9.Kat, Eskişehir Yolu 9. km, Lodumlu, Ankara.

**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, knowledge of fisheries would be a plus
2. Professional fluency in oral and written English and Turkish (Spanish would be a plus).
3. Experience in Twinnings and /or European Fisheries regulations
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.

**Remuneration**

The payment will be done according to the Twinning Contract.
The service provider contract will be signed for the duration of the Project, foreseen on 12 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:

dhesmont@gmail.com, nezaket.comert@tarimorman.gov.tr

**Deadline**: 23 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

**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.