

**CONTRACTING ASSISTANCE SERVICES TO THE RESIDENT TWINNING ADVISOR IN THE FRAMEWORK OF THE TWINNING PROJECT TR 15 IPA JH 05 18 Better Management of Terrorists and Dangerous Offenders in Prisons and Prevention of Radicalization**

## BACKGROUND

The European Commission is financing the Twinning Project EU Twinning Project entitled “TR 15 IPA JH 05 18 Better Management of Terrorists and Dangerous Offenders in Prisons and Prevention of Radicalization”between the Republic of Turkey and the Kingdom of Spain*.*

The project will be implemented by Spain through the Spanish Ministry of Interior.

The aim of this twinning project is to support Republic of Turkey to develop an effective management system for terrorist prisoners in line with EU standards.

The Resident Twinning Advisor (RTA) will reside in Ankara during the project’s implementation period. EU Member State short term experts (STEs) will travel to Turkey for short missions throughout the project period.

## THE POSITION

FIIAPP F.S.P., wishes to recruit en assistant to the RTA. The assistant will be employed by FIIAPP F.S.P., the Spanish Public Organisation in charge of the Twinning Management.

**Starting Date for Employment**

Expected starting date for employment: October 2020.

**Place of Employment**

Ankara, with possible short trips to different locations within Turkey.

**Important information**

1. Twinning Manual foresees that **the chosen assistant is not a civil servant or agent of the beneficiary** (at least **during the 6 months preceding their recruitment**) **nor is on leave from the beneficiary to take up the position** of the project language assistant.
2. 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.

## TASKS

* Directly report to RTA in the day-today duties;
* Organization of meetings with Ministry of Justice and relevant authorities management and staff
* Attendance at meetings and drafting the minutes;
* Providing organizational and logistic support related to STEs missions
* Coordination among involved departments and other institutions participating in the project;
* General office management;
* Establishing and maintaining proper document recording system;
* Organization of trips in Ankara and EU for project participants, including room reservation and other logistic support;
* Assistance to the RTA in the preparation of administrative and technical reports and various working papers for the project activities;
* Providing organizational and logistic support related to training, study tours and visits to the EU Member States;
* Providing assistance for the RTA in contacts with institutions.
* Assistance in preparation of RTA’s relocation to Ankara.

This list is not exclusive of other possible tasks.

At the end of each month, the RTA Assistant will submit an invoice for the payments along with a monthly activity report with the tasks carried out. Invoice payments will be subject to the reception of said report by FIIAPP HQ. In case of delay in the delivery of the reports of more than 15 days since submitting the invoice, a penalty shall be imposed.

REQUIREMENTS

**Qualifications demanded**

1. University degree
2. C1 or higher level of English and Turkish
3. Proficient computer skills, including Microsoft Office applications
4. Strong administrative and organizing skills, ability to work with minimal direction/supervision in an international environment
5. Ability in the preparation of administrative and technical reports and various working papers for the project activities
6. Capacity to provide efficient organisational and logistic support related to training, study tours and visits to the EU Member States

Specific requirements, merits and scores are detailed in the official service procurement offer, see below.

## APPLICATIONS

## Applicants are requested to submit their CV in Europass format and an economic offer for no more than 2000 € / month, by accessing the following link for the offer, on the Spanish Public Procurement Platform:

## <https://contrataciondelestado.es/wps/poc?uri=deeplink%3Adetalle_licitacion&idEvl=jKIBMCY736emq21uxhbaVQ%3D%3D>

**Deadline for applications: 7th October 2020 at 23:59 (GMT+2, Time in Madrid, Spain)**

All other relevant details as well as a contact person for inquiries will be available at the link above.

**IMPORTANT: The Procurement Platform is currently only available in Spanish. For a detailed guide on how to access and submit your application, you can contact the project manager at natascia.maciel@fiiapp.es**

## OTHER

Contract services will be signed for 5 months with the FIIAPP, F.S.P. (the Spanish institution responsible of the management of the TW) as Contracting Authority. The possibility of extending the contract for a maximum of six months will be envisaged in case the project is extended.

The selected person must annually provide the FIIAPP, F.S.P, a **tax certificate** which proves that he/she pays taxes in Republic of Turkey and a **bank certificate** that certifies the bank account ownership.

Working hours: According to organisation timetable where office is located and, anyway, to the project scheduled activities.

Flexibility regarding working hours in the office is required. Overtime may be necessary at times.

Working place is in Ankara. Travel inland and abroad may occur.