

Vacancy Announcement for:

Administrative Assistant (Ref: RTAA)

to the German Resident Twinning Adviser (RTA) in the EC Twinning Project TR 07 IB FI 01 "Supporting Turkey for Enhancing Implementation and Enforcement of Industrial Property Rights" between the German Foundation for International Legal Cooperation and the Turkish Patent Institute.

Qualifications:

- University degree, preferably in law
- Turkish native speaker with excellent English and German language skills
- Experience in project implementation and management is an advantage
- High communication, organizational and analytical skills
- Flexibility
- Ability to operate Windows and MS Office applications
- Experience in compilation and publishing of documents and reports is an advantage
- Previous work experience with Turkish public administration is an advantage

Main responsibilities:

- Assistance to the RTA, the short term experts and other foreign specialists involved in the project
- Provision of office management, including filing, and administrative support to the RTA
- Provision of language assistance and translations to the RTA
- Translation of documents, training materials, information materials and other written material from English and/or German to Turkish and vice versa
- Organization of trainings, expert missions, study visits, meetings and similar activities
- Drafting of written materials in relation to the project in Turkish, English and German languages
- Assistance to the RTA in monitoring and reporting tasks
- Assistance to the RTA in the evaluation of the project's progress
- Assistance to the RTA in the preparation of and support during expert missions
- Interpretation during meetings and other oral conversations from English and/or German to Turkish and vice versa

The vacancy is for duration of 13 months, full-time. Place of Work will be the Turkish Patent Institute, Ankara. The monthly salary will be 2000,- €

Important notice: Applicants may not be or have been a civil servant or agent of the beneficiary (Turkish Patent Institute) during the past 6 months or on leave from the beneficiary.

Applications

Your application in English language must include:

- a letter of intention explaining how you fulfill the above qualifications
- a CV with detailed description of your professional experience and your education with exact dates
- copies of supporting documents (university degree, reference letters and certificates in the original language and, if available, in English)

Qualified candidates are kindly asked to send their applications to the German Foundation for International Legal Cooperation, **by only e-mail, not later than 28 February 2010**. The eligible applicants will be invited to an interview following the evaluation of application letters and CVs.

E-mail address: twinning.irz.tpe@googlemail.com

For further information: Tel: +90 312 3031385

Websites:

German Foundation for International Legal Cooperation: <http://www.irz.de>

Turkish Patent Institute: <http://www.tpe.gov.tr>

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