

## **ANNOUNCEMENT FOR EXPERT EMPLOYMENT**

Job Announcements which has been published on 05.06.2013 and 10.02.2014 in our web-sites were cancelled and valid last announcement has been published as follows:

Ministry of Environment and Urbanization - Department of EU Investments will recruit **20 experts and 1 project assistant to support the activities concerning Instrument for Pre-Accession Assistance (IPA) procedures of Environment Operational Programme.**

### **Competencies & Tasks**

The required competencies and detailed requirements for each position could be found in the position reference listed below.

### **General Qualification Criterias for Experts**

#### **Senior Expert:**

- Min. 10 years' professional experience,
- Min. University degree,
- Excellent command of English.

#### **Junior Experts:**

- Min. 3 years' professional experience,
- Min. University degree,
- Excellent command of English.

#### **Project Assistant:**

- Min. two years' university degree,
- Min. 2 years' experience in office working,
- Ability to work with & in a team,
- Very Good command of written and spoken English,
- Very Good command of MS Office applications,
- Very good reporting skills,
- Must be able to provide proactive support to the management, handle confidentiality rules of the Department and employee information with complete discretion.

### **Terms of Employment**

Full-time employment with flexible working hours at Department of EU Investments located at Ceyhun Atif Kansu Caddesi 1271. Sokak No:13 Balgat, Ankara.

12 months fixed term contract under EU and Turkish legislation with six months trial period and possibility for prolongation up to 36 months according to performance evaluation.

## **Application Method**

Applications should be submitted in English by e-mail to [ab@csb.gov.tr](mailto:ab@csb.gov.tr) in the form of the attached CV template.

The applied position should be clearly indicated on the CV at the top of the first page by using the position reference code found in the position reference list below. Applicants may choose more than one position to apply.

## **Application Evaluation Process**

Following the pre-evaluation process of the applications, appropriate candidates are to be invited to the job interview in July 2014. Employment contracts are planned to be signed also in July 2014 with successful-deemed candidates after the job interview.

## **Closing date for application**

Closing date for this job announcement is **26<sup>th</sup> June 2014**.

In addition to the general qualification criteria, the following specific qualifications will be required from the experts for each position.

## **POSITION REFERENCE LIST**

### **Position: Programming Expert**

#### **Reference Code: PU**

- Experience in preparation or revision of programmes related with EU and/or other international funded projects,
- Experience in a technical assistance contract including organization and planning of meetings, workshops, trainings, etc., also planning of trainings in accordance with the EU Communication and Visibility Manuals,
- Experience in contract management,
- Experience in preparation of documents such as Project Fiches, OISs (Operational Identification Sheets, ToR (Terms of Reference), Technical Assistance Strategy, Multi Annual Work Plan will be considered as an asset.

### **Position: Design Engineer**

#### **Reference Code: PPU-01**

- University degree in engineering or equivalent,

- Experience in the field of environmental infrastructure projects (like water, wastewater and/or municipal solid waste management),
- Design experience in environmental infrastructure projects, especially in water, wastewater and/or solid waste sectors,
- Experience in preparation of IPA Major Application Form will be considered as an asset,
- Experience in the implementation of FIDIC conditions of (Yellow Book/Red Book ) will be considered as an asset,
- Knowledge of PRAG Procedures will be considered as an asset.

**Position: Economist**

**Reference Code: PPU-02**

- University degree in economics, finance, engineering or equivalent,
- Experience in preparation of cost-benefit analysis of environmental infrastructure projects, especially in water, wastewater and/or solid waste sectors,
- Knowledge of EU Cost-Benefit Analysis methodology,
- Preparation of IPA Major Application Form will be considered as an asset.

**Position: Procurement Expert**

**Reference Code:PRU**

- Experience in preparation of tender documents for service and/or works and/or supply contracts (preferably in water/ waste water and/or solid waste projects),
- Experience in evaluation of tender documents for service and/or works and/or supply projects (preferably in water/ waste water and/or solid waste projects),
- Experience in preparation of tender documents, evaluation of tendering with FIDIC conditions (Red/Yellow Book) will be considered as an asset,
- Experience in EU funded projects will be considered as an asset,
- Experience in design of water / waste water/solid waste projects will be considered as an asset,
- Knowledge of PRAG Procedures will be considered as an asset.

**Position: Technical Implementation Expert**

**Reference Code:TIU**

- University degree in civil or environmental engineering or other relevant degree,
- Experience in water/ waste water and/or solid waste infrastructure projects,

- Experience in the implementation of FIDIC conditions of contracts (Red/Yellow Book),
- Experience in EU funded projects will be considered as an asset.
- Experience in design of water / waste water/solid waste projects will be considered as an asset.
- Experience in construction of water/ waste water and/or solid waste projects on site will be considered as an asset.
- Knowledge of PRAG procedures will be considered as an asset.

**Position: Financial Expert**

**Reference Code:FMU**

- University degree in economics, finance, management, business or public administration, political science, engineering or equivalent,
- Experience in the implementation of FIDIC and PRAG conditions (Red/Yellow Book) related to the financial management rules including their old versions.
- Knowledge of the basic financial Turkish regulations and Turkish EU based funds regulation.
- Experience in verifying the conformity of the works, service and supply contracts' payment requests within the above mentioned scope,
- Knowledge of the Irregularity Rules of the EU fund regulations will be considered as an asset.
- Experience in preparation and interpretation financial reports and payment forecasts will be considered as an asset.

**Position: Quality Control Expert**

**Reference Code:QACU-01**

- Experience in preparation or controlling of tender documents (preferably in water/ waste water and/or solid waste projects) of service and/or works and/or supply contracts,
- Min. 2 years of experience in the field of procurement,
- Knowledge of EU legislation related to the management of IPA funds and PRAG as well as relevant national legislation,
- Very good reporting skills
- Experience in Quality Control is an asset.

**Position: IT Expert**

**Reference Code:QACU-02**

- University degree in computer engineering or relevant field,
- Min. 2 years of experience in Management Information Systems development,
- Min. 3 years of software and database development in Microsoft platforms such as SQL server, .NET etc,
- Very good reporting skills.

**Position: Monitoring and Evaluation Expert**

**Reference Code:MEU**

- University degree in engineering or equivalent,
- Experience in construction of water/ waste water and/or solid waste projects on site,
- Experience in the implementation of FIDIC conditions (Red/Yellow Book),
- Experience in monitoring and evaluation of programmes and projects under EU programmes,
- Very good reporting skills,
- Knowledge of PRAG Procedures will be considered as an asset.
- Experience in risk management will be considered as an asset.