

REPUBLIC OF TURKEY
SOCIAL SECURITY INSTITUTION
EUROPEAN UNION AND FOREIGN AFFAIRS DEPARTMENT
SELECTION EXAM ANNOUNCEMENT FOR CONTRACT PERSONNEL

Social Security Institution (SSI) of Turkey is looking for full time contracted personnel to join the EU funded “**Supporting Registered Employment of Women Through Home-Based Child Care Services Project**” as part of “**Central Project Support Team**”. The aim of the project is promoting registered employment of women by facilitating the labour market integration of women with small children who are at risk of withdrawal from labour market through a Financial Support Programme, and thus supporting the formal employment of women who provide home-based child care services.

Successful applicants as a result of the selection exam will be recruited in **Social Security Institution** on a contractual basis:

QUALIFIED PERSONNEL	PROVINCE	CONTRACT PERIOD	NUMBER OF PERSONS
Support Team Leader	ANKARA	27 months (June 2015-August 2017)	1
Senior Accountant	ANKARA	27 months (June 2015-August 2017)	1
Project Assistant	ANKARA	27 months (June 2015-August 2017)	3
TOTAL			5

I. GENERAL CONDITIONS FOR APPLICATION TO SELECTION EXAMINATION¹

The following general conditions to participate the selection examination are required for all the positions mentioned above:

- ✓ Having a security clearance or being capable of obtaining one,
- ✓ Not to be banned from the public rights,
- ✓ Male candidates must have completed military service or be exempted from military service,
- ✓ Not to have any disease preventing the applicant from executing his/her job requirements permanently,
- ✓ No obstacles to travel both inland and abroad.

In addition to these general conditions, the job description and the qualification requirements for each personnel are listed below.

II. CENTRAL SUPPORT TEAM LEADER:

II.I. JOB DESCRIPTION AND RESPONSIBILITIES FOR SUPPORT TEAM LEADER

Support Team Leader will be full-time employed in central Office of Support Team in SSI Headquarter Ankara. She/he will coordinate all of the activities of the Operation during this period and be responsible against The Project Coordinator.

¹ It's not required to be Turkish Citizen for candidates. General conditions of application and documents proving the fulfillment of the requirements for the position, will be demanded according to the laws of the country of citizenship from the candidate.

Responsibilities:

- To coordinate daily implementation of the operation both in central and local level by facilitating the communication among the central support team members, local team members and Operation Coordination Unit.
- To be responsible for management of the team members, technical supervision, backstopping when necessary and allocation of duties among experts for the efficiency and success of the operation.
- To elaborate work plans and implementation schedules for the implementation of the operation and supervise the implementation process.
- To ensure timely preparation, finalization and submission of all operation outputs as required.
- To ensure timely monitoring of realization of indicators.
- To organize and participate local, central and international events in the scope of the Project.
- To report activities of the support team to the Project Coordinator,
- To draft the project monitoring and evaluation reports as envisaged in the Grant Contract which will be finalized by the Project Coordinator,
- Close monitoring, support and contribution for the preparation and timely delivery of project outputs and deliverables,
- To coordinate and supervise organization of Strategy Paper Preparation Group Activities,
- To ensure good filing of all project documents including Financial Support Programme application documents and project expenditure documents,
- To do others tasks entrusted by the Project Coordinator as to project promotion campaign activities, Project Support Programme, Strategy Paper Preparation Group activities and reporting issues.

II.II. QUALIFICATION REQUIREMENTS FOR SUPPORT TEAM LEADER

MINIMUM REQUIREMENTS	ASSETS
<ul style="list-style-type: none">• At least bachelor's degree in field of economics, management, social sciences or equivalent; in the absence of a formal degree, equivalent professional experience of a minimum 15 years• Minimum 10 years of Professional experience• Minimum 5 years managerial experience such as team leader, manager, project coordinator...etc.• Minimum 3 years of experience or proven knowledge in social security• Excellent communication skills of Turkish and English (verbal, nonverbal and written levels)• Ability to work with all levels of persons to maximize performance, creativity, problem solving, and results• Computer literacy such as MS Office software and reaching databases	<ul style="list-style-type: none">• Experience in working in EU or other internationally funded Projects.• Experience in organizing large scale events• Experience in managing project budgets preferably in grant project budgets• Master degree on social policy or related areas

III. CENTRAL SENIOR ACCOUNTANT

III.I. JOB DESCRIPTION AND RESPONSIBILITIES FOR SENIOR ACCOUNTANT

Central Senior Accountant will be full-time employed in central Office of Support Team. He/she will be responsible against the PST leader.

Responsibilities:

- To help SSI IT Experts in designing and putting into practice Project Computer Programme (PCP),
- To help SSI IT Experts for updates and maintenance of the PCP in the context of national accounting legislation and implementations,
- To manage daily cash flows of the operation in the scope of project financial support and general expenses and keep the substitutive documents of the expenditures made,
- To prepare reports as to daily cash flows and submit it to the PST Leader, which will be used to elaborate project semi-annual reports,
- To submit social security and tax notifications about the employees, who are employed within the scope of the Project, to related institutions and to ensure that employers obligations are fulfilled in due of time,
- To perform personal management of the Project.
- To pay monitoring visits to the local offices with team leader to make sure that the project activities are going on smoothly and report together with the PST leader the results and data collected to the Project Coordinator,
- To realize other tasks related to accounting and PCP design issues entrusted by Project Coordinator through PST Leader.

III.II. QUALIFICATION REQUIREMENTS FOR CENTRAL SENIOR ACCOUNTANT

MINIMUM REQUIREMENTS	ASSETS
<ul style="list-style-type: none">• University degree in Accounting, Finance, Social Sciences or equivalent professional experience of a minimum 15 years• Minimum 5 years of Professional accounting experience• Having SMMM (Independent Accountant and Financial Advisor) Certificate• Strong understanding on Turkish social security and tax legislations• Computer literacy	<ul style="list-style-type: none">• Above 5 years of Professional accounting experience• Experience in the field of social security

IV. CENTRAL PROJECT ASSISTANT

IV.I. JOB DESCRIPTION AND RESPONSIBILITIES FOR PROJECT ASSISTANT

Central Project Assistants will be full-time employed in central Office of Support Team. They will assist the experts during the project and do other tasks entrusted by Project Support Team Leader. They will also help application transactions in the provinces and attend all conferences and workshops to make sure that the organization of them are being made properly. They will be responsible against Project Support Team Leader.

Responsibilities:

- To assist the Team Leader and other members of the Central Project Support Team by carrying out office support tasks such planning, coordinating, documenting and making all logistic arrangements of meetings, workshops, seminars and other project activities
- To draft project meeting/organization minutes and reports,
- To receive complaints from beneficiaries at the central level through the Hotline,
- To give information about the project through the Hotline,
- To receive project applications during the 1 month application period and assist the Local Project Support Team members when needed (each in one of the provinces where the project will be implemented namely Antalya, Bursa and İzmir).
- To do translations when necessary,
- To help analysing and processing survey results coming from the provinces,
- To do all tasks entrusted, in close collaboration with other Project assistants,
- To perform other duties related with the Project and assigned by the Project Support Team Leader

IV.II. QUALIFICATION REQUIREMENTS FOR PROJECT ASSISTANT

MINIMUM REQUIREMENTS	ASSETS
<ul style="list-style-type: none">• Minimum university degree• Computer literacy such as MS Office software• Good command of English and Turkish (i.e. for translating project documents)• Computer literacy such as MS Office software• Liability to adapt office environment• Able to achieve results under heavy workload	<ul style="list-style-type: none">• Working experience in projects on social work, social services or other relevant areas (especially EU funded)• Bachelor's or higher degree in Statistics, Econometrics or proven knowledge in Statistics and Econometrics• Ability to do Data Analysis by Computer Programs (ie.SPSS)• Professional experience (Minimum 6 months)• Experience in organizing large scale events• Graduated from English teaching University or minimum 80 points from TOEFL or equivalent points from equivalent exams

V. EVALUATION OF CANDIDATES

In the first phase, the candidates will be evaluated whether the required documents are submitted accordingly and in due time. At this phase the candidates with incomplete required documents or late-coming documents after the mentioned deadline will be eliminated. For applications made by post, postal delays will not be considered.

In the second phase, the minimum required conditions determined for the applicants will be evaluated on the basis of CVs and supporting documents. In this evaluation, paid or unpaid internships will not be regarded as working experience At this stage, the candidates who do not

fulfill the general qualifications or professional experience and the minimum requirements mentioned above, would be eliminated. Candidates who fulfill all of the minimum requirements will get 50 points.

The qualifications as asset will be evaluated by the Evaluation Committee on the scale of 50 points. The arithmetic average of the scores given by each member of the Evaluation Committee will be added to 50. The result will be the candidate's score.

Maximum five applicant(s) for each position (for project assistant position totally maximum fifteen applicants), who get(s) higher scores and whose applications found as appropriate will be invited to the interview in **ANKARA**. The list of applicants to be invited to the interview will be announced via www.sgk.gov.tr. No additional communication will be done with the applicants.

In addition to the requirements and assets above, during the interview candidates will also be evaluated on their professional knowledge for the position, on foreign language fluency, on general knowledge, on reasoning, on apprehension, on expression and on representation abilities. Interviews may be carried out in English for Support Team Leader and Central Project Assistant positions. In order to be successful in the interview phase each candidate must obtain at least 60 points over 100 from each member and the average should be at least 70 points over 100. The arithmetic average of all the points given by each Evaluation Committee member will be the final grade of the interview. This grade will also be the evaluation result.

According to evaluation results of candidates, the candidate(s) who receive(s) the higher score will be determined and announced as the successful, and the following candidate(s) will be determined and announced as reserve candidates and published on www.sgk.gov.tr website.

V. APPLICATION PLACE AND PROCEDURE:

The application form accessible on the Social Security Institution website (www.sgk.gov.tr) together with the documents mentioned hereunder and filled accordingly can be delivered by hand or via post to the to the following address:

*“Sosyal Güvenlik Kurumu Avrupa Birliği ve Dış İlişkiler Daire Başkanlığı
Ziyabey Cad., No:6, Çankaya, 06520, Ankara”*

The below-listed documents must be submitted in a sealed envelope, and the envelope must include the following information:

- Name and Surname of the candidate;
- Province (Ankara, İzmir, Bursa, Antalya)
- Applied position
- “T.C. Sosyal Güvenlik Kurumu AB ve Dış İlişkiler Daire Başkanlığı Sözleşmeli Personel Seçme Sınavı” inscription.

The absence of the above-mentioned information on the envelope may result in disqualification of the candidate.

The deadline for the applications is **01.05.2015 at 5.00 p.m.** Applications sent after this date and time will not be evaluated and postal delays will not be considered. The interview dates will be announced in the www.sgk.gov.tr website.

Questions related to the recruitment procedure may be sent to akulu2@sgk.gov.tr at least 10 days before the deadline of application. Only the questions that are not clearly stated in this announcement will be answered. The answers will be made in written and will be published at www.sgk.gov.tr. These written answers will be published at least 5 days before the deadline of application. **Oral communication requests (face to face or via phone) will not be accepted.**

VI. REQUIRED DOCUMENTS FOR APPLICATION:

Applicants must submit the documents below during application process:

- “Job Application Form” and a “Curriculum Vitae” that can be obtained from our website www.sgk.gov.tr (both documents should be filled in English);
- Diploma or equivalent document proving graduation;
- Documents obtained from candidates' previous workplaces showing the position and responsibilities of the candidate and duration of the work performed
- For male candidates, the document which shows he completed or he is exempted from military service
- Identity Card Copy
- Two passport photographs taken within the last 6 months
- If any, TOEFL or equivalent exam result for Central Project Assistant Position
- SMMM certificate for Senior Accountant Position

Apart from these documents, supporting documents about the above mentioned minimum qualifications and qualifications which are reason for preference may be requested from the applicants by the Evaluation Committee.

For “Good command of English” qualification, a documentary proof will not be required, and the candidate’s language skills are to be measured during the interview.

The candidates who qualify for the interview shall submit the originals of necessary documents or their notarized copies and the supporting documents requested by the Evaluation Committee to the EU and Foreign Affairs Department before the interview.

In addition to these documents, necessary documents showing that the successful candidates meet the requirement of the "General Conditions of Participation Selection Exam" will be demanded prior to the recruitment process.

THE TECHNICAL EVALUATION SCORING TABLE FOR SUPPORT TEAM LEADER

Minimum Requirements	Score	Assets	Scores & Remarks
At least bachelor’s degree in field of economics, management, social sciences or equivalent; in the absence of a formal degree, equivalent professional experience of a minimum 15 years	50 points	Experience in working in EU or other internationally funded Projects	max.15 points
Minimum 10 years of Professional experience		Experience in organizing large scale events	max.15 points
Minimum 5 years managerial experience such as team leader, manager, project coordinator...etc.		Experience in managing project budgets preferably in grant project budgets	max.10 points
Minimum 3 years of experience or proven knowledge in social security		Master degree on social policy or related areas	max.10 points

THE TECHNICAL EVALUATION SCORING TABLE FOR SENIOR ACCOUNTANT

Minimum Requirements	Score	Assets	Scores & Remarks
University degree in Accounting, Finance, Social Sciences or equivalent professional experience of a minimum 15 years	50 points	Above 5 years of Professional accounting experience	max.25 points
Minimum 5 years of Professional accounting experience		Experience in the field of social security	max.25 points
Having SMMM certificate			

THE TECHNICAL EVALUATION SCORING TABLE FOR PROJECT ASSISTANT

Minimum Requirements	Score	Assets	Scores & Remarks
Minimum university degree	50 points	Working experience in projects on social work, social services or other relevant areas (especially EU funded)	max.10 points
		Bachelor's or higher degree in Statistics, Econometrics or proven knowledge in Statistics and Econometrics	max.10 points
Computer literacy such as MS Office software		Ability to do Data Analysis by Computer Programs (ie.SPSS)	max.5 points
		Professional experience (Minimum 6 months)	max.10 points
Good command of English and Turkish		Experience in organizing large scale events	max.5 points
		Graduated from English teaching University or minimum 80 points from TOEFL or equivalent points from equivalent exams	max.10 points

CURRICULUM VITAE

Proposed role in the project:

Family name:

First names:

Date of birth:

Nationality:

Civil status:

Education:

Institution (Date from - Date to)	Degree(s) or Diploma(s) obtained:

Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing

Membership of professional bodies:

Other skills: (e.g. Computer literacy, etc.)

Present position:

Years within the firm:

Key qualifications: (Relevant to the project)

Specific experience in the region:

Country	Date from - Date to

Professional experience

Date from - Date to	Location	Company& reference person (name & contact details)	Position	Description

Other relevant information (e.g., Publications)

JOB APPLICATION FORM

Applied Position:

Application Number :

ID Number		Name		Surname			Photo
Nationality		Birthplace		Date of Birth			
Sex		Civil Status		Military Obligation			
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Married <input type="checkbox"/>	Single <input type="checkbox"/>	Completed <input type="checkbox"/>	Postponed <input type="checkbox"/>	Exempt <input type="checkbox"/>	
Education		Graduated School			Department		Date of Graduation
High School:							
University:							
Master's Degree:							
PhD:							

Language Skill (5 excellent or mother tongue / 4 very good / 3 good / 2 poor)				
	5	4	3	2
Turkish				
English				
Other (Please Specify)				

Current Contract (which institution or company?)	Position

Previous Contracts (which institution or company?)	Position	Date Interval
1-		
2-		
3-		

Do you have any compulsory service?	If yes please specify	Reason and Period

Do you have judicial record?	If yes the reason of trial/sentence	If yes sentence period and result

References (at least 2 person from the current and previous contracts)			
Name/ Surname	Position	E-mail Adress	Phone Number

I dont have any critical health problem or disease	<input type="checkbox"/>
I dont have any problem with travel because of my contract my duties	<input type="checkbox"/>
I am not disqualified to hold public office	<input type="checkbox"/>

Applicant's Adress		
Home Phone:	Mobile Phone:	E-mail:
I confirm that all the information I gave in this form, CV, supportive documents are completely true and accept that I will be disqualified even if evaluated as successful if any of the information is wrong.		
Signature		.../.../2015

Supportive Documents : Graduation Certificate , Curriculum Vitae, ID Card, 2 photos
