

**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 “**Local 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:

<b>QUALIFIED PERSONNEL</b>	<b>NUMBER OF PERSONS</b>	<b>PROVINCE</b>	<b>CONTRACT PERIOD</b>
<b>Local Team Leader</b>	<b>1</b>	<b>İZMİR</b>	<b>26 months (June 2015 – July 2017)</b>
<b>Child Development Expert</b>	<b>1</b>		
<b>Junior Accountant</b>	<b>1</b>		
<b>Project Assistant</b>	<b>2</b>		
<b>Local Team Leader</b>	<b>1</b>	<b>ANTALYA</b>	<b>26 months (June 2015 – July 2017)</b>
<b>Child Development Expert</b>	<b>1</b>		
<b>Junior Accountant</b>	<b>1</b>		
<b>Project Assistant</b>	<b>2</b>		
<b>Local Team Leader</b>	<b>1</b>	<b>BURSA</b>	<b>26 months (June 2015 – July 2017)</b>
<b>Child Development Expert</b>	<b>1</b>		
<b>Junior Accountant</b>	<b>1</b>		
<b>Project Assistant</b>	<b>2</b>		
<b>TOTAL</b>	<b>15</b>		

**I. GENERAL CONDITIONS FOR APPLICATION TO SELECTION EXAMINATION<sup>1</sup>**

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.

<sup>1</sup> 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.

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

## **II. LOCAL TEAM LEADER:**

### **II.I. JOB DESCRIPTION AND RESPONSIBILITIES FOR LOCAL TEAM LEADER**

Local Team Leader will be full-time employed in local Office of Support Team in SSI Provincial Directorate where she/he is employed (Antalya, Bursa or İzmir). She/he will coordinate all of the activities of the Operation during this period in the province and be responsible against Project Support Team Leader and Provisional Directorate.

#### **Responsibilities:**

- To coordinate daily implementation of the operation in local level by facilitating the communication among the central support team members, local support team members and if needed Operation Coordination Unit,
- To guide working mothers to make their applications and other processes according to social security and tax legislations.
- To guide and monitor the works performed by the junior accountant and assistants.
- 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 in local level and report directly to the Central Senior Accountant.
- To be responsible for management of the local team members, technical supervision, backstopping when necessary and allocation of duties among staff 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 in local level,
- To ensure timely preparation, finalization and submission of all operation outputs as required in local level,
- To organize and participate local events in the scope of the Project,
- To help arranging local events during the promotion period,
- To report activities of the local team to PST Leader,
- To prepare “home visits list” monthly,
- To coordinate and monitor home visits,
- To coordinate and monitor local telephone service,
- Close monitoring, support and contribution for the preparation and timely delivery of project outputs and deliverables in local level,
- To do others tasks entrusted by PST Leader as to project promotion campaign activities in local level and reporting issues.

## **II.II. QUALIFICATION REQUIREMENTS FOR LOCAL TEAM LEADER**

<b>MINIMUM REQUIREMENTS</b>	<b>ASSETS</b>
<ul style="list-style-type: none"><li>• At least bachelor's degree in field of accounting, economics, management, social sciences or equivalent; in the absence of a formal degree, equivalent professional experience of a minimum 15 years</li><li>• Minimum 8 years of Professional experience</li><li>• Minimum 2 years of experience in social policy</li><li>• Computer literacy such as MS Office software and reaching databases</li></ul>	<ul style="list-style-type: none"><li>• Experience in working in EU or other internationally funded Projects</li><li>• Experience in organizing large scale events</li><li>• Master degree on social policy or related areas</li><li>• Experience or proven knowledge in social security</li></ul>

## **III. CHILD DEVELOPMENT EXPERT**

### **III.I. JOB DESCRIPTION AND RESPONSIBILITIES FOR CHILD DEVELOPMENT EXPERT**

Child Development Expert will be full-time employed in local Office of Support Team in SSI Provincial Directorate where she/he is employed (Antalya, Bursa or İzmir). He/she will be responsible against the Local Team Leader.

#### **Responsibilities:**

- To help mothers to find the right child caregiver giving brief information about child-caring, critical issues about choosing the right child caregiver and İŞKUR activities about child-caring etc,
- To inform mothers and child caregivers about child development,
- To prepare, if needed, materials (brochures, presentations, articles etc.) about child development for mothers and child caregivers,
- To receive project applications during the 1 month application period,
- To realize home visits,
- To help prepare a standard home visit control form which is comprised of childcare service quality information and irregularity or abuse determination,
- To control actual employment status of childcare giver during home visit,
- To gather data through standard survey form during home visit,
- To control childcare service quality during home visits,
- To report home visit results via computer programme,
- To answer the questions of mothers and child caregivers about child development,
- To perform other duties related with the Project and assigned by the Local Team Leader.

### III.II. QUALIFICATION REQUIREMENTS FOR CHILD DEVELOPMENT EXPERT

MINIMUM REQUIREMENTS	ASSETS
<ul style="list-style-type: none"><li>• Bachelor's or higher degree in Child Development, Preschool Teaching or equivalent</li><li>• 1-2 year(s) of Professional experience in the field of child development</li><li>• Computer literacy such as MS Office software and reaching databases</li></ul>	<ul style="list-style-type: none"><li>• Working experience in projects on social work, social services or other relevant areas (especially EU funded)</li><li>• Professional experience in the field of child development above 2 years</li><li>• Driving licence</li></ul>

### IV. LOCAL JUNIOR ACCOUNTANT

#### IV.I. JOB DESCRIPTION AND RESPONSIBILITIES FOR LOCAL JUNIOR ACCOUNTANT

Local Junior Accountants will be full-time employed in local Office of Support Team in SSI Provincial Directorate where she/he is employed (Antalya, Bursa or İzmir). They will assist the Local Team Leader during the project and do other tasks entrusted by Local Team Leader.

They will also give information about project, social security/tax legislations and help application transactions and attend local conference/ workshops to make sure that the organization of them are being made properly. They will be responsible against Local Team Leader.

#### **Responsibilities:**

- To assist the Local Team Leader and other members of the Local 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 give information about the project and social security/tax legislations through the Local Telephone Service,
- To receive project applications during the 1 month application period,
- To realize home visits,
- To help preparing a standard home visit control form which is comprised of childcare service quality information and irregularity or abuse determination,
- To control actual employment status of childcare giver during home visit,
- To gather data through standard survey form during home visit,
- To report home visit results via computer programme,
- To perform other duties related with the Project and assigned by the Local Team Leader.

## IV.II. QUALIFICATION REQUIREMENTS FOR LOCAL JUNIOR ACCOUNTANT

MINIMUM REQUIREMENTS	ASSETS
<ul style="list-style-type: none"><li>• Minimum university degree</li><li>• Knowledge about social security and tax legislations</li><li>• Computer literacy such as MS Office software</li><li>• Driving licence</li></ul>	<ul style="list-style-type: none"><li>• Bachelor's or higher degree in accounting , labour economics, social security, finance or equivalent</li><li>• Working experience in social responsibility projects</li><li>• Professional experience (Minimum 6 months)</li></ul>

## IV. LOCAL PROJECT ASSISTANT

### IV.I. JOB DESCRIPTION AND RESPONSIBILITIES FOR LOCAL PROJECT ASSISTANT

Local Project Assistants will be employed in local Office of Support Team in SSI Provincial Directorate where she/he is employed (Antalya, Bursa or İzmir). They will assist the other staff of Local Support Team during the project and do other tasks entrusted by Local Team Leader. They will also help application transactions and attend local conference and workshops to make sure that the organization of them are being made properly. They will be responsible against Local Team Leader.

#### Responsibilities:

- To assist the Local Team Leader and other members of the Local 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 project applications during the 1 month application period,
- To finalize project applications related to the transfers from the waiting lists to main lists and make necessary modifications through project computer programme declared by the beneficiary mother as to the mother herself, the child or child caregiver,
- To help Local Junior Accountant and Child Development Expert realize home visits,
- To perform other duties related with the Project and assigned by the Local Team Leader.

## IV.II. QUALIFICATION REQUIREMENTS FOR LOCAL PROJECT ASSISTANT

MINIMUM REQUIREMENTS	ASSETS
<ul style="list-style-type: none"><li>• Minimum university degree</li><li>• Computer literacy such as MS Office software</li></ul>	<ul style="list-style-type: none"><li>• Working experience in projects on social work, social services or other relevant areas (especially EU funded)</li><li>• Professional experience (Minimum 6 months)</li><li>• Driving licence</li></ul>

## **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 ten 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](http://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. 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](http://www.sgk.gov.tr) website.

## **V. APPLICATION PLACE AND PROCEDURE**

The application form accessible on the Social Security Institution website ([www.sgk.gov.tr](http://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](http://www.sgk.gov.tr) website.

Questions related to the recruitment procedure may be sent to [akulu2@sgk.gov.tr](mailto: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](http://www.sgk.gov.tr). These written answers will be published at least 5 day 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](http://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
- Driving Licence Copy (for Local Junior 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.

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  
LOCAL TEAM LEADER**

<b>Minimum Requirements</b>	<b>Score</b>	<b>Assets</b>	<b>Scores &amp; Remarks</b>
At least bachelor's degree in field of accounting, 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.20 points
Minimum 8 years of Professional experience		Experience in organizing large scale events	max.10 points
Minimum 2 years of experience in social policy		Master degree on social policy or related areas	max.10 points
Computer literacy such as MS Office software and reaching databases		Experience or proven knowledge in social security	max.10 points

**THE TECHNICAL EVALUATION SCORING TABLE FOR  
CHILD DEVELOPMENT EXPERT**

<b>Minimum Requirements</b>	<b>Score</b>	<b>Assets</b>	<b>Scores &amp; Remarks</b>
Bachelor's or higher degree in Child Development, Preschool Teaching or equivalent	50 points	Working experience in projects on social work, social services or other relevant areas (especially EU funded)	max.15 points
1-2 year(s) of Professional experience in the field of child development		Professional experience in the field of child development above 2 years	max.30 points
Computer literacy such as MS Office software and reaching databases		Driving Licence	max. 5 points



**THE TECHNICAL EVALUATION SCORING TABLE FOR  
JUNIOR ACCOUNTANT**

<b>Minimum Requirements</b>	<b>Score</b>	<b>Assets</b>	<b>Scores &amp; Remarks</b>
Minimum university degree	50 points	Bachelor's or higher degree in accounting , labour economics, social security, finance or equivalent	max.25 points
Knowledge about social security and tax legislations		Working experience in social responsibility projects	max.10 points
Computer literacy such as MS Office software			
Driving Licence		Professional experience (Minimum 6 months)	max.15 points

**THE TECHNICAL EVALUATION SCORING TABLE FOR  
LOCAL PROJECT ASSISTANT**

<b>Minimum Requirements</b>	<b>Score</b>	<b>Assets</b>	<b>Scores &amp; Remarks</b>
Minimum university degree	50 points	Working experience in projects on social work, social services or other relevant areas (especially EU funded)	max.20 points
Knowledge about social security and tax legislations		Professional experience (Minimum 6 months)	max.20 points
Computer literacy such as MS Office software		Driving Licence	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

<b>Date from - Date to</b>	<b>Location</b>	<b>Company&amp; reference person (name &amp; contact details)</b>	<b>Position</b>	<b>Description</b>

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**