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TÜRKİYE CUMHURİYETİ
SAĞLIK BAKANLIđI

T.R. MINISTRY OF HEALTH
DIRECTORATE GENERAL OF PUBLIC HEALTH
SUPPORTING MIGRANT HEALTH SERVICES IN TÜRKİYE
(SIHHAT III IPA III/2023/433-160)

VACANCY ANNOUNCEMENT FOR PROJECT MANAGEMENT TEAM

HUMAN RESOURCES DEPARTMENT:

HUMAN RESOURCES ASSISTANT (A)

Job Description:

- Assisting the Human Resources Expert in performing the tasks included in the general job description.
- Carrying out all works and tasks requested by the Human Resources Expert.
- Performing the other duties requested by the administration.

Required Qualifications:

- Having Turkish citizenship.
- Having at least a bachelor's degree.
- Having knowledge and experience in Social Security registration procedures.
- Having knowledge in the Labor Law No. 4857 and the Social Security and General Health Insurance Law No. 5510 at the application level.
- Having a good command of English.
- Having practical knowledge of MS Office programs.
- Having good communication and reporting skills.
- Experience in the human resources field of public institutions is preferred.



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TÜRKİYE CUMHURİYETİ
SAĞLIK BAKANLIđI

HUMAN RESOURCES ASSISTANT (B) – Work Permits

Job Description:

- Assisting the Human Resources Expert in performing the tasks included in the general job description.
- Carrying out all works and tasks requested by the Human Resources Expert.
- Performing the other duties requested by the administration.

Required Qualifications:

- Having Turkish citizenship.
- Having at least a bachelor's degree.
- Having practical knowledge of MS Office programs.
- Having good communication and reporting skills.
- Having at least 1 year of experience in managing the work permit processes of foreign employees within the scope of the International Labor Law No. 6735.
- Having a good command of English is preferred.
- Experience in the human resources field of public institutions is preferred.



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TÜRKİYE CUMHURİYETİ
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MONITORING AND EVALUATION DEPARTMENT:

FIELD OBSERVER

Job Description:

- Monitoring the performance of the healthcare staff recruited to work in the Migrant Health Centers in the field, reporting the issues to the Project Management Unit and the Migration Health Department, and intervening based on the authority given by the administration.
- Guiding the work of healthcare staff and making suggestions regarding new practices/revisions in the project; evaluating all the relevant healthcare services offered at the provincial level within the scope of the project and conveying the opinions/revision requests of all parties to the administration.
- Identifying the deficiencies in healthcare operations in the field and recommending the corrective measures to be taken accordingly through activities/meetings; monitoring and evaluating the practices and activities of the staff working in the field and reporting the results of the M&E processes. Contributing to the development of cooperation between Migrant Health Centers and Provincial Health Directorates by working in coordination with the Project Director, Deputy Director and Monitoring and Evaluation Experts.
- Contributing to the processes of improving quality indicators within the scope of the project with the knowledge and experience gained in the field.
- Monitoring the campaigns/programs implemented within the scope of the project and conveying the observations to the administration.
- Contributing to the effective and efficient service provided by Migrant Health Centers and reporting the best practices to the administration.
- Taking part in committees established for certain works within the scope of the project.
- Performing the other duties assigned by the administration.

Required Qualifications:

- Having Turkish citizenship.
- Having the Faculty of Medicine degrees.
- Having at least 5 years of work experience.
- Having fluency and accuracy in speaking and writing in business English.
- Having practical knowledge about MS Office programs.
- Having effective communication / interpersonal skills and a team-oriented personality.
- Having effective case-based reporting skills.
- Having no travel restrictions.
- Having management experience in the healthcare industry is preferred.



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TÜRKİYE CUMHURİYETİ
SAĞLIK BAKANLIđI

MONITORING AND EVALUATION ASSISTANT

Job Description:

- Contributing to daily project implementation according to department needs.
- Providing timely and accurate administrative support in project activities.
- Preparing the minutes of weekly, monthly and other project-related meetings.
- Taking overall responsibility for administrative matters such as the recording and maintenance of project files and records.
- Working in collaboration with relevant Experts in the Project Management Team in executing and monitoring project tasks.
- Performing other duties required by the administration/department experts when necessary.
- Assisting in writing reports, keeping records and preparing data in line with project applications.

Required Qualifications:

- Having Turkish citizenship.
- Having at least a bachelor's degree.
- Having at least 2 years of work experience in administrative work or other related fields.
- Having fluency in both verbal and written English.
- Having practical knowledge of MS Office programs.
- Having effective communication / interpersonal skills and team-oriented personality.
- Having no travel restrictions.
- Experience in public institutions is preferred.



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TÜRKİYE CUMHURİYETİ
SAĞLIK BAKANLIđI

TRANSLATOR

Job Description:

- Providing consecutive translation services in meetings with EU representatives.
- Providing translation services within the scope of project activities and ensuring communication during meetings with foreign delegations within the scope of project activities.
- Providing translation services in training, meetings and seminars in accordance with the project work plan.
- Translating, designing and editing project documents (Meeting minutes, training/information materials, regulations, presentations, specifications, etc.).
- Performing the other duties requested by the administration.

Required Qualifications:

- Having Turkish citizenship.
- Having bachelor's degree from the departments of English Translation and Interpreting, English Language and Literature, English Teaching, American Culture and Literature, English Translation Studies and English Linguistics (Candidates who have the bachelor's degree from the foreign universities are required to submit the YÖK equivalence certificate).
- Having practical knowledge of MS Office programs.
- Having ability to perform consecutive translation at a good level.
- Having good communication skills.
- Having good reporting skills.
- Having at least 3 years of work experience in the field.
- Having at least 1 year of work experience as a Language Assistant/Translator in European Union projects and/or international projects.



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TÜRKİYE CUMHURİYETİ
SAĞLIK BAKANLIđI

FINANCE AND PROCUREMENT DEPARTMENT

PROCUREMENT ASSISTANT

Job Description:

- Assisting the Procurement Expert in performing the duties included in the general job description
- Carrying out all work and transactions requested by the Procurement Expert.
- Performing the other duties requested by the administration.

Required Qualifications:

- Having Turkish citizenship.
- Having at least a bachelor's degree.
- Having a good command of English.
- Having practical knowledge of MS Office programs.
- Having good communication skills.
- Having at least 5 years of work experience in the field.
- Experience in public institutions is preferred.



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TÜRKİYE CUMHURİYETİ
SAĞLIK BAKANLIĞI

LAW AND LEGISLATION EXPERT

Job Description:

- Ensuring the procurement of goods and services, guidance and implementation of project contract processes in accordance with PRAG and EU Legislation, in cooperation with project experts and under the coordination of the Project Director and Deputy Director.
- Checking the project documents and contracts for legal compliance and making changes when necessary.
- Following up and analyzing the national or international legislation governing the work and transactions related to the project; carrying out legal draft writing.
- Providing legal support for corporate compliance procedures arising from various legal definitions regarding contract management.
- Representing the Project in legal disputes arising from Project work and transactions.
- Providing legal consultancy and training services to project experts during project processes.
- Taking part in the committees established within the scope of the works and transactions to be carried out within the Project.
- Performing the other duties requested by the administration.

Required Qualifications:

- Having Turkish citizenship.
- Having bachelor's degree in law and having a lawyer's license.
- Having knowledge and experience in purchasing/tendering goods and services with the Practical Guide (PRAG) rules.
- Having a good command of English.
- Having practical knowledge of MS Office programs.
- Having good communication skills.
- Having good reporting skills.
- Having practical knowledge of the Labor Law No. 4857 and the Social Security and General Health Insurance Law No. 5510.
- Having knowledge on work permit processes within the scope of the International Labor Law No. 6735.
- Experience in public institutions is preferred.



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INFORMATION TECHNOLOGY DEPARTMENT:

IT EXPERT

Job Description:

- Providing equipment, installing and/or updating hardware and software to new joiners of the project team.
- Taking responsibility for the management of IT equipment and resources and the operation of printers, scanners and telephone system.
- Managing user account creation requests.
- Managing user email account creation requests.
- Managing user Internet account creation requests.
- Providing management of server backups and restores.
- Coordinating with IT and telecom suppliers regarding equipment, cabling and internet access.
- Ensuring the management, maintenance and restoration of the HR Program.
- Managing the IP System.
- Managing the financial program.
- Creating a website for the project and making necessary updates.
- Collecting the data needed within the scope of the project as web services and turning it into a report.
- Providing in-unit consultancy services on Information Technologies.
- Performing the other duties requested by the administration.
- Following up the maintenance, repair and warranty processes of electronic IT products purchased within the scope of the project.

Required Qualifications:

- Having Turkish citizenship.
- Having a bachelor's degree of computer engineering, software engineering, electrical engineering, electronics engineering, electrical and electronics engineering and industrial engineering. (Candidates who have the bachelor's degree from the foreign universities are required to submit the YÖK equivalence certificate).
- At least 5 years of experience in the healthcare or IT sector.
- Having knowledge on the hardware of computer peripherals and the security of established network management.



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- Having knowledge and experience about Microsoft Operating Systems (Windows Server 2012R2, Windows Server 2016), Microsoft Domain Controller, Active Directory, Exchange (2010, 2013 or 2016) and the security of these systems.
- Having knowledge and experience in network management.
- Having knowledge and experience in e-mail archiving and backup technologies in the management of data and disk backup & recovery systems.
- Having experience in determining operational standards for network infrastructure, improving existing processes and procedures, and preparing the necessary documentation.
- Having knowledge of Local Area Network (LAN), Wide Area Network (WAN), Wireless Local Area Network (WLAN),
- Having knowledge and experience in Virtual Private Network (VPN), Dynamic Routing Protocols, SSL, DHCP, DNS, Proxy and IEEE 802.1x technologies.
- Having knowledge and experience about infrastructure equipment.
- Having knowledge about ISO 27001 (Information Security Management System).
- Having knowledge and experience about the installation and management of video conferencing systems.
- Having knowledge of network active devices, TCP/IP, ports and protocols.
- Having knowledge and experience in web technologies (HTML/HTML5, XHTML, CSS/CSS3, JavaScript, jQuery).
- Having knowledge and experience in web services in SOAP/REST architecture and JSON/XML data exchange.
- Having knowledge and experience in database architecture, design, SQL and PL/SQL.



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TÜRKİYE CUMHURİYETİ
SAĞLIK BAKANLIđI

COMMUNICATION AND VISIBILITY DEPARTMENT:

COMMUNICATION AND VISIBILITY ASSISTANT

Job Description:

- Supporting the Deputy Director of Communication and Visibility on the documents prepared within the framework of EU criteria and project.
- Assisting the organization of events to increase the visibility of the project.
- Contributing to keep the project's social media accounts and website updated.
- Providing technical support for the preparation of promotional videos and other materials.
- Analyzing project-related news in national and international media and presenting regular reports to the Deputy Director of Communications and Visibility.
- Preparing the reports of project communication and visibility activities on a monthly basis.

Required Qualifications:

- Having Turkish citizenship.
- Having bachelor's/associate degree in the departments of "Communication", "Communication Design", "Graphics and Design" or "Public Relations and Promotion".
- Having a good command of English.
- Having practical knowledge of MS Office programs.
- Having good reporting skills.
- Having information about marketing and communication providers in Turkey.
- Having knowledge of EU communication and visibility rules.
- Experience in designing and implementing promotional campaigns for specific target audiences.
- Experience in organizing and executing events (e.g., senior level launch event).
- Experience in producing content and managing accounts for social media.



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SAĞLIK BAKANLIđI

TRAINING DEPARTMENT:

TRAINING ASSISTANT

Job Description:

- Contributing to daily project implementation according to department needs.
- Preparing and following up official letters.
- Providing timely and accurate administrative support in project activities.
- Preparing the minutes of weekly, monthly and other project-related meetings.
- Taking overall responsibility for administrative matters such as the recording and maintenance of project files and records.
- Working in collaboration with relevant Experts in the Project Management Team in executing and monitoring project tasks.
- Performing the other duties required by the administration.
- Assisting in writing, keeping records and preparing data in line with project applications.
- Performing English-Turkish and Turkish-English translation when necessary.

Required Qualifications:

- Having Turkish citizenship.
- Having a bachelor's degree from the education faculties.
- Having fluency of both verbal and written English.
- Having practical knowledge about MS Office programs.
- Having effective communication / interpersonal skills and a team-oriented personality.
- Having no travel restrictions.



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TÜRKİYE CUMHURİYETİ
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Deadline to Application: 24 May 2024, 17:30 local time.

How to Apply:

Candidates are kindly requested to send their applications including their contact information (name, position, telephone and e-mail information) and their up-to-date English CV to the e-mail address cv@sihhatproject.org by **24 May 2024, 17:30** local time.

Only the shortlisted candidates who meet the requirements will be contacted by the SIHHAT Project Human Resources.