



This project is co-financed by the European Union and the Republic of Turkey

"Technical Assistance for Capacity Building on Safety and Security Training Requirements of the Turkish Civil Aviation"

ANNOUNCEMENT FOR AVIATION TRAINER TRAINING

Within the scope of Technical Assistance for Capacity Building of Safety and Security Training Requirements of the Turkish Civil Aviation Sector (Publication Reference: EuropeAid/135021/D/SER/TR), it is aiming to increase human resource skills and technical capacity of Turkish civil aviation in the public and private sectors in line with the EU 'acquis' as well as raising awareness on air safety and security in the Turkish civil aviation sector.

Directorate General of Civil Aviation (DGCA) will construct state of the art Aviation Academy equipped with all modern amenities and facilities in the vicinity of the Istanbul Ataturk Airport co-financed by the European Union and the Republic of Turkey. In the framework of this Project, DGCA is the main beneficiary institution. The Aviation Academy is planned to become operational by the end of 2017.

In accordance with this purpose, the "**Train the Trainer Program**" is intended to prepare 60 participants for their future work as trainers in the Turkish Civil Aviation Academy. The trainings for the majority of applicants will be delivered in English. The training activities will be performed in Istanbul, Ankara and/or Antalya by groups. First group will start by the end of June 2016.

1. QUALIFICATION AND EXPERIENCE

1.1. Educational Background

- Attaining a higher education degree. In the absence of a higher education degree, an equivalent professional experience of minimum 5 years in a relevant field of aviation.

1.2. Professional Experience and Knowledge

- Minimum 3 years' experience in civil aviation for higher education graduates,
- Proficiency in computer software (including MS Excel, Word and PowerPoint), and
- Certified qualification in the respective field of aviation.





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1.3. Language Skills

- Advanced English skills in reading, writing, listening, and speaking provide an advantage and are preferable as the trainings for the majority of applicants will be held in English.

1.4. Competencies & Other Requirements

The participants must;

- Be a self-motivated multi-tasker with the ability to adapt to new methodology in a highly innovative environment,
- Have extensive background in civil aviation and instruction required with the ability to effectively recruit potential students in respective fields,
- Be willing to perform strong classroom and public relations skills and have computer literate,
- Have excellent people skills, affinity for working with young adults, co-workers and public forums,
- Have excellent negotiating skills and the ability to work professionally in a stressful and diverse environment,
- Be physically fit and in good health without any physical or mental problems or substance dependency which may impair operational performance, and
- Not be in conflict of interest with regard to the other activities.

2. MAJOR DUTIES AND RESPONSIBILITIES

Prospective trainers must;

- Develop curricula and syllabus for training courses according to identified priorities, including testing materials,
- Develop all supporting documents required to perform the training,
- Select modern training methods,
- Deliver different training courses on the highest international standards according to the ICAO SARPS and European Regulations,
- Provide assistance in recruiting students for the respective training,
- Perform similar duties as assigned,
- Fulfil all duties and responsibilities when DGCA would call for, and





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- Commit themselves to integrate the Turkish Civil Aviation Academy when operational.

3. EDUCATION ATTAINMENTS

On completion of the programme, the course participants will have acquired to;

- Present all the information needed to develop the course materials,
- Perform the trainings in a clear and concise manner,
- Discharge responsibilities and roles of the Trainer,
- Understand methodical competencies,
- Use media,
- Implement techniques of a professional presentation, and
- Demonstrate good communication skills.

4. CERTIFICATION

After successfully passing a written exam and performing a demonstration, each participant will receive a "Certificate of Achievement". The participant should note that the certificates will be handed over to them whenever they become part-time or full-time trainers in the Aviation Academy after signing a contract with DGCA as indicated below. Otherwise, any individual will not be entitled put claim to obtain the certificate, even though the training process was completed successfully, because the training process is part of the subsequent participant's activities and involvement in the Turkish Civil Aviation Academy.

5. TERMS OF EMPLOYMENT

The purpose of the "Train the Trainer Program" is to prepare the nominees of the program for their future work as professional trainers in the Turkish Civil Aviation Academy by 2017.

Before the beginning of the training process, a contract will be signed by and between the prospective trainers and SOFRECO who provides Technical Assistance for Capacity building of Safety and Security Training Requirements of the Turkish Civil Aviation Sector. This contract will only cover the "train the trainers" period. Considering the importance of the training costs that will be shouldered by DGCA, the future trainers will commit themselves to subsequently





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perform compulsory service in the new state of the art Aviation Academy for at least one year.

After the completion of the "Train the Trainers" programme, another contract will be signed between DGCA and the trained trainers to clarify the working conditions and financial matters.

We will offer part-time or full-time employment with flexible working hours at the Aviation Academy located in Istanbul, the duty station. In the frame of the "Train the Trainer Programme", participants won't pay a course fee. Additionally, the transportation and accommodation will be provided or paid to the participants occasionally. Furthermore, a subsistence allowance will be paid to cover the daily food cost.

6. HOW TO APPLY

Applicants should submit their CVs in English in the form of the Europass format and provide evidences of the qualifications mentioned in Chapters 1.1., 1.2., and 1.3. Applicants may send their CVs and the scanned version of their documents by e-mail to < academy@shgm.gov.tr >

(Please use the following link to reach the CV template;

< <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions> >)

7. CLOSING DATE FOR APPLICATION

Closing date for this announcement is 22nd May 2016.

8. APPLICATION EVALUATION PROCESS

The candidates considered to be most suitable will be short-listed and, if needed, successful candidates will be called for an interview within 4 weeks after the closing date of applications in Ankara or Istanbul, at DGCA or by phone, before the final selection is made.

9. CONTACT

Sivil Havacılık Genel Müdürlüğü, Sektörel Düzenleme ve Eğitim Daire Başkanlığı.

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