

TURKEY
Governorate of Istanbul Secretariat General of Istanbul Special Provincial
Administration

Istanbul Seismic Risk Mitigation and Emergency Preparedness Project

REQUEST OF CVs
For Selection of Consultants for
Istanbul Project Coordination Unit (PCU)

Turkey has applied for a loan from the International Bank for Reconstruction and Development (IBRD), and intends to apply part of the proceeds of this loan to payments for procurement of consulting services for "Istanbul Project Coordination".

The specific objective of the project is to improve the city of Istanbul's preparedness for a potential earthquake through enhancing the institutional and technical capacity for disaster management and emergency response, strengthening critical public facilities for earthquake resistance, and supporting measures for better enforcement of building codes and land use plans. Project implementation would be placed under the responsibility of the Governor of Istanbul. A Project Coordination Unit (PCU) would be established under the Istanbul Special Provincial Administration (ISPA).

The ISPA now invites eligible consultants to send their CVs thus providing their interest for the services under specified positions details of which can be found below and in the web site of Istanbul Governorate: www.istanbul.gov.tr. The CVs should provide information required in each of the below positions. Applicant may apply for one or more positions provided that individual application is made for each position.

The Consultant will be employed on a term contract basis for about a five years with a six months probation period.

The Consultant will be selected using Selection of Individual Consultants as in accordance with the procedures set out in the World Bank's Guidelines - Selection and Employment of Consultants by World Bank Borrowers, May 2004.

The CVs must be delivered at the address below by September 02, 2005, 17.00 local time, by e-mail, **mail, courier or hand delivery**. ISPA reserves the right to reject the applications received after the above-referenced date.

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1. Project Director

- Graduate degree in engineering, public administration, finance, economics, preferably with a postgraduate degree in business administration, finance, economics, etc.,
- Minimum 10 years of professional experience,
- Minimum 5 years of management experience, in public and/or private sector,
- Experience in projects financed by the international financing and development institutions, particularly implementation of World Bank financed projects,
- Excellent command of written and verbal English ,
- Highly developed diplomatic and negotiating skills to handle most complex issues in administratively and politically sensitive environments with considerable business at stake,
- Strong managerial skills, including proven record of building and managing teams and creating and enabling work environment in public and/or private sector and international organizations,
- For male candidates, having completed military service,
- Ready for flexible working hours and extensive work load,
- To be a citizen of the Republic of Turkey,
- To or accept to reside in İstanbul.

2. Deputy Director (Technical)

- Graduate degree in engineering, preferably with a postgraduate degree in the same field or business administration,
- Minimum 10 years of professional experience,
- Minimum 3 years of management experience,
- Experience in projects financed by the international financing and development institutions, as well as the implementation of World Bank Procurement Procedures and FIDIC Rules,
- Fluency in written and oral English ,
- Computer skills in using the related professional software as well as office software,
- Negotiating skills to handle complex issues between the consultants, contractors and relevant government agencies,
- Strong staff and contract managerial skills, including proven record of building and managing teams and creating and enabling work environment,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load,
- To be a citizen of the Republic of Turkey,
- To or accept to reside in İstanbul,

3. Deputy Director (Administrative and Financial)

- Graduate Degree in economics, business administration, finance or engineering, preferably with a postgraduate degree in MBA, economics, finance etc.
- Minimum 10 years of professional experience
- Minimum 3 years of management experience and familiarity with governmental financial system.
- Experience in projects financed by the international investment and development institutions, as well as the implementation of World Bank Procurement, Financial management and Disbursement Procedures,
- Good command of written and oral English ,
- Computer skills in using the related professional software as well as office software,
- Strong managerial skills, including proven record of building and managing teams and creating and enabling work environment,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
- To or accept to reside in İstanbul,

4. Senior Procurement Expert

- Graduate Degree in engineering, preferably with a postgraduate degree.
- Minimum 10 years of professional experience
- Minimum 4 years of procurement experience in the capacity of a procurement specialist in projects financed by the World Bank. Procurement experience in international financing and development institutions will be an asset,
- Experience in FIDIC type of civil works contracts,
- Good command of written and verbal English ,
- Computer skills in using the related professional software as well as office software,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgements taking on board the impact of decisions, excellent team work skills,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
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5. Procurement Expert

- Graduate Degree in engineering, economics, business administration, finance, preferably with a postgraduate degree.
- Minimum 5 years of professional experience
- Minimum 2 years of procurement experience in the capacity of a procurement specialist in projects financed by the World Bank. Procurement experience in international financing and development institutions will be an asset.
- Experience in FIDIC type of civil works contracts.,
- Good command of written and verbal English ,
- Computer skills in using the related professional software as well as office software,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgements taking on board the impact of decisions, excellent team work skills,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
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6. Financial Manager

- BS Degree in economics, finance or business administration, preferably with a postgraduate degree in the same field.
- Minimum 5 years of professional experience
- Minimum 2 years of experience in international auditing firms.
- Preferably to have experience in projects financed by the international investment and development institutions, as well as in the implementation of World Bank Funds disbursement procedures.
- Preferably experienced in World Bank Procurement Rules
- Experienced in preparation, analysis and supervision of financial statements in accordance with Turkish and international standards (US GAAP, IFRS, etc.),
- Good command of written and oral English ,
- Good computer skills in using the related professional software as well as office software, specifically software for financial analysis and accounting,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgments taking on board the impact of decisions, excellent team work skills,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
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7. Accountant

- BS Degree in economics, finance or business administration,
- Minimum 5 years of professional experience in accounting
- Ability to prepare, fill in and/or supervise the documents related to all tax and social security issues,
- Experience in coordination of relations with tax office and implementation of tax provisions,
- Experience in working with auditors and providing necessary documents or reports for auditing purposes,
- Good command of written and verbal English,
- Computer skills in using the related professional software as well as office software, specifically software for financial analysis and accounting,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgements taking on board the impact of decisions, excellent team work skills,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load
- To be a citizen of the Republic of Turkey,
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8. Senior Civil Engineer (Structural)

- Graduate Degree in Civil Engineering with a postgraduate degree in structural engineering or earthquake engineering.
- Minimum 10 years of professional experience
- Experience in projects financed by the international investment and development institutions, as well as the implementation of World Bank Procurement Procedures and FIDIC Rules,
- Experience in design and implementation of structural and non-structural retrofitting projects.
- Good command of written and verbal English,
- Computer skills in using the related professional software as well as office software,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgements taking on board the impact of decisions, excellent team work skills,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
- To or accept to reside in İstanbul,

9. Civil Engineer (Structural)

- Graduate Degree in Civil Engineering, preferably with a postgraduate degree in structural engineering or earthquake engineering.
- Minimum 5 years of professional experience in public or private firms
- Experience in projects financed by the international investment and development institutions, as well as the implementation of World Bank Procurement Procedures and FIDIC Rules,
- Experience in design and implementation of structural and non-structural retrofitting projects.
- Good command of written and verbal English
- Computer skills in using the related professional software as well as office software,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgements taking on board the impact of decisions, excellent team work skills,
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- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
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10. Civil Engineer (Geotechnical)

- Graduate Degree in Civil Engineering, with a postgraduate degree in geotechnical engineering.
- Minimum 5 years of professional experience
- Experience in soil improvement and preferably in design and implementation of structural retrofitting projects.
- Good command of written and verbal English ,
- Computer skills in using the related professional software as well as office software,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgements taking on board the impact of decisions, excellent team work skills,
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- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
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11. Architect

- Graduate Degree in Architecture preferably with a postgraduate degree or proven experience in preservation of historical monuments, cultural heritage and restoration or regional preservation plan issues,
- Minimum 5 years of professional experience,
- Experience in planning, design and/or implementation of restoration and retrofitting of cultural heritage and historical buildings,
- Good command of written and verbal English ,
- Computer skills in using the related professional software as well as office software,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgements taking on board the impact of decisions, excellent team work skills,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
- To or accept to reside in İstanbul,

12. Electrical-Electronic Engineer

- Graduate Degree in Electrical-Electronic Engineering, preferably with a postgraduate degree in the same field.
- Minimum 5 years of professional experience
- Experience in management and communication systems, databases and GIS.
- Good command of written and verbal English ,
- Computer skills in using the related professional software as well as office software,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgments taking on board the impact of decisions, excellent team work skills,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
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13. Environmental Engineer

- Graduate degree and postgraduate degree in Environmental Engineering
- Minimum 5 years of professional experience in public and/or private sector.
- Experience in projects financed by the international investment and development institutions, preferably experience in preparation of environmental impact assessment report (ÇED).
- Experience in environmental preservation policies, environmental assessment and implementation of safeguard policies both in the national and international level,
- Good command of written and verbal English,
- Computer skills in using the related professional software as well as office software,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgments taking on board the impact of decisions, excellent team work skills,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
- To or accept to reside in Istanbul,

14. Social Scientist

- Graduate degree in social sciences, preferably with a post graduate study in the related field,
- Minimum 5 years of professional experience particularly in social assessment of investment and/or housing projects
- Experience in projects financed by the international investment and development institutions,
- Experience in humanitarian aid and disaster relief programmes and preferably disaster mitigation projects,
- Experience in defining sample groups, making researches on these groups, preparation of questionnaires, site investigations, evaluate and comment on the results of such researches,
- Good command of written and verbal English ,
- Computer skills in using the related professional software as well as office software,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgments taking on board the impact of decisions, excellent team work skills,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
- To or ready to reside in İstanbul,

15. Monitoring and Evaluation Expert

- Graduate degree in engineering, economics, finance international relations , public management or business administration, preferably with a postgraduate degree in a related field,
- Minimum 5 years of professional experience
- Experience in projects financed by the World Bank and other international financing and development institutions,
- Familiarity with monitoring and evaluation systems and project management structure in World Bank or other local and/or international investment and development institutions,
- Good command of written and oral English,
- Computer skills in using the related professional software as well as office software,
- Capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgments taking on board the impact of decisions, excellent team work skills,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
- To or ready to reside in İstanbul,

16. Executive Secretary

- Graduate degree in office management or secretarial services,
- Minimum 5 years of professional experience in private sector
- Experience in projects financed by the international investment and development institutions and/or multinational firms, Banks or embassies ,
- Experience in registration and dissemination procedures of official letters, supervision of official correspondence and daily office work,
- Excellent command of written and verbal English as well as translation from Turkish to English and from English to Turkish,
- Outstanding computer skills in using the related professional software as well as office software,
- Having good presentation skills , capacity to communicate clearly, to consult and to present complex matters in a simple way and to draft accurately, high analytical and accounting skills, ability to identify and analyze key problems, propose solutions, evaluate alternatives objectively and make sound, logical and well-argued judicious judgments taking on board the impact of decisions, excellent team work skills,
- For male candidates, having completed or postponed military service,
- Ready for flexible working hours and extensive work load.
- To be a citizen of the Republic of Turkey,
- To or accept to reside in İstanbul,

17. Driver

- Minimum high school or technical high school degree.
- Minimum 10 years of professional experience in private and/or public sector.
- Professional driving license (Type B) ,
- Good hands on knowledge and experience of Istanbul traffic,
- English knowledge to communicate with foreign people.
- For male candidates, having completed military service,
- Ready for flexible working hours and extensive work load,
- Not to have any handicap to drive and travel often and long distances,
- To be a citizen of the Republic of Turkey,
- Have been residing in İstanbul at least for the last five years.,
- Certificate of clearance from the relevant public authority.
- Not to be older than 40 years of age,

18. Team Assistant

- Graduate degree in office management or secretarial services,
- Minimum 5 years of professional experience
- Excellent command of written and verbal English as well as translation from Turkish to English and from English to Turkish ,
- Experience in registration and dissemination procedures of official letters and daily office work,
- Outstanding computer skills in using the related professional software as well as office software,
- For male candidates, having completed military service,
- Ready for flexible working hours and extensive work load.
- Not to have any handicap to travel often and long distances,
- To be a citizen of the Republic of Turkey,
- To or ready to reside in İstanbul,