Dear Mr Ismail Belen,

We are pleased to inform that you are being considered for the consultancy assignment of Legal Expert.

The activities and tasks to be performed are reflected in the enclosed Terms of Reference (TOR).

It would be appreciated if you could confirm your interest and availability for this assignment.

In order to proceed with preliminary steps of the recruitment process, please complete the following documents and send by e-mail to us their signed copies by 28 April 2017:

1) Personal Profile Form (PPF) to be completed on FAO iRecruitment platform:   <http://www.fao.org/employment/irecruitment-access/en/>  (PDF format needed, no signature required)

2) Medical Certificate (from any health center or any doctor, stating that you are fit to work and travel)

3) Designation of Beneficiary Form (form attached, to be completed and signed)

4) Payment Instructions Form for TRY currency (form attached, to be completed and signed)

5) Declaration of Non-Employment Form (form attached, to be completed and signed)

6) Basic Security in the Field (BSITF) Certificate:  This course is available at the following link. <https://training.dss.un.org/courses/login/index.php>

7)Advanced Security in The Field (ASITF) Certificate: This course is available at the following link <https://training.dss.un.org/courses/login/index.php>

If you are using this website for the first time, please follow the steps herewith:

*a) Choose the language   
b) Enter First Name, Last Name   
c) Create and enter password of your choice   
d) Click continue   
e) Click continue again to access the course  
f) Print the "Certificate" when you finish the course*

8) Copy of your passport or ID card, for security and travel purposes.

9) If you are currently employed by a Governmental organization, please provide either a “self-declaration” stating that you are currently on annual leave and there is no conflict of interest between the two contracts or

    a written confirmation from your supervisor that there is no conflict of interest between the existing contract and FAO.

Please note that this is not an official offer of appointment. Formal offer of appointment and contract are subject to the receipt of duly completed documents and subsequent clearances.

Formal offer of appointment as and when processed will be communicated to you directly.

Please do not hesitate to contact us should you have any questions.

Best regards, FAOSEC Recruitment Team