



Luxembourg,

APR 21 2017

REF. : **CDT-AD5-2017/01**
ADMINISTRATOR

GRADE : AD5

DEPARTMENT : TRANSLATION SUPPORT DEPARTMENT / WORKFLOW MANAGEMENT SECTION

PLACE OF EMPLOYMENT : LUXEMBOURG

The Translation Centre for the Bodies of the European Union was established in 1994 to provide translation services for the various bodies of the European Union. It is based in Luxembourg. Since its establishment, the Centre's workload has increased considerably, and it now employs around 200 staff.

In accordance with Article 11 of the decision of the Translation Centre laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under article 2(f), the Translation Centre is organising a selection procedure to establish a reserve list¹ for the recruitment of temporary staff as administrators.

NATURE OF THE TASKS

The selected Administrator will report to the Head of the Workflow Management Section. He/she will be in charge of the following tasks:

1. assist the Head of the Workflow Management Section in tasks related to the section; participate in the implementation, organisation and coordination of the section's day-to-day activities in accordance with the Centre's strategy and work programme; contribute to identifying, planning, coordinating and supervising the work of the section, namely in view of an optimal internal organisation; cooperate with other services of the Centre and communicate about the section's activities with the Centre's staff;
2. define, in cooperation with the head of section, the section's work programme and contribute to the department's annual work programme; monitor of and report on the implementation of the section's work programme; monitor and analyse the performance indicators that were defined for the activities of the section; contribute to the annual activity report of the Centre;
3. contribute to the proper running of the translation workflow as a whole, namely through:
 - linguistic project management,
 - document processing management,
 - CAT tools management,
 - machine translation and translation memories management,
 - quality management;
4. contribute to innovation through the development of working methodologies and the improvement of existing tools.

¹ The same reserve list might be used for recruitment of temporary staff under article 2(b) of Conditions of employment of other servants of the European Union.

1. SELECTION CRITERIA:

To be eligible to take part in this selection procedure, the applicant must, on the closing date for online applications, meet the following requirements:

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(a) ELIGIBILITY CRITERIA:

- be a national of one of the Member States of the European Union;
- qualifications: have a level of education which corresponds to completed university studies of at least three years attested by a diploma²;
- knowledge of languages: have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official language of the European Union, to the extent necessary for the performance of the duties;

(b) ESSENTIAL TECHNICAL COMPETENCIES:

- since obtaining the abovementioned qualifications, applicants must have at least one year of full-time experience as a linguistic project manager or a CAT tools manager.
- excellent knowledge of linguistic project management or CAT tools management;
- very good knowledge of either French or English and a satisfactory knowledge of English or French (spoken and written);
- experience in machine translation management and/or translation memories management;
- very good knowledge in the technical management of corpora;
- very good knowledge of the management of documentary repositories;
- very good knowledge of localisation techniques.

(c) DESIRABLE TECHNICAL COMPETENCIES:

- proven knowledge of CAT tools (SDL Trados Studio, etc.);
- proven knowledge of terminology tools (SDL MultiTerm, etc.);
- knowledge of public procurement;
- certification in terminology management;
- satisfactory knowledge of other official languages of the European Union (Bulgarian, Spanish, Czech, Croatian, Danish, Estonian, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Dutch, Polish, Portuguese, Romanian, Slovak, Slovenian, Finnish and Swedish);
- work experience as a linguistic project manager or a CAT tools manager in a EU or international organisation.

² Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalent certificates issued by authorities in the said Member States shall be taken into consideration.

(d) ESSENTIAL NON-TECHNICAL COMPETENCIES:

- Communication skills: the ability to interact with staff at any level in a multicultural environment, very good drafting skills, the ability to devise and give shape to ideas, chair meetings, negotiating skills.
- Organisational abilities: the ability to judge the importance of different tasks/requests and establish priorities, possession of an analytical mind, must be able to coordinate multiple activities, be organised and able to take initiatives, must be well-rounded.
- Sense of responsibility: must have great thoroughness and a desire for excellence, tact, respect of confidentiality, commitment, the desire to achieve goals whilst respecting set priorities and the ability to take final responsibility for the actions of a team.
- Adaptability: must be open minded, able to work under pressure, willing to assume new tasks and grow into the job.

2. SELECTION PROCEDURE:

(a) PRESELECTION STAGE:

The preselection stage will be carried out in two parts:

- the first part will be based on the above-mentioned eligibility criteria (point 1.a), and is intended to establish whether the applicant meets all the mandatory eligibility criteria and all formal requirements laid down in the application procedure. Applicants who do not do so will be rejected.
- the second part will take into consideration professional experience and other points indicated under "Essential technical competencies" (point 1.b). This part will be marked on a scale from 0 to 20 (pass mark: 10).

The Selection Committee will invite for a written test and an interview the **10** applicants who pass the preselection stage and obtain the best marks.

(b) SELECTION STAGE:

The selection stage follows the procedure described below. It will be carried out in two parts:

- (i) A written test (in English or French) consisting of:
 - general knowledge and language skills to the extent necessary for the performance of the duties including an assessment of writing quality in terms of style and presentation. Time allowed: 1 hour and 30 minutes.
 - specific knowledge of the competencies listed under points 1.b. Time allowed: 1 hour.

The written test will be marked out of 20: 10 for the general knowledge test and 10 for the specific knowledge test (aggregate pass mark: 12).

Candidates may choose either English or French for the written test. Please note that candidates whose main language is French must sit the written test in English and those for whom English is the main language must opt for French.

- (ii) An interview with the Selection Committee to assess applicants' suitability to carry out the duties described above. The interview will also focus on applicants' specialist knowledge and their competencies listed under points 1.b, c, and d. The interview shall take place on the same day as the written test or the following day(s). Time allowed: 45 minutes.

The interview will be marked out of 20 (pass mark: 12).

The written test and the interview will be held in Luxembourg.

Once the written test and the interview have been marked, the Selection Committee will draw up a reserve list with the successful applicants in alphabetical order. Successful applicants are the applicants with both an aggregate pass mark in the written test and a pass mark in the interview (see points (i) and (ii)). Applicants should note that inclusion on a reserve list does not guarantee recruitment.

Those applicants who are invited to the test must submit, on the day of the interview, the relevant supporting documents corresponding to the information entered on the application form, i.e. copies of diplomas, certificates and other supporting documents proving their qualifications and professional experience and clearly showing start and end dates, the function and exact nature of their duties, etc.

However, before a contract can be concluded, the selected applicants will have to provide the originals and certified copies of all relevant documents proving eligibility criteria.

The reserve list will be valid for 12 months from the date of its establishment and may be extended at the discretion of the Translation Centre's Authority authorised to conclude contracts of employment.

3. RECRUITMENT:

Depending on the budgetary situation, successful applicants may be offered a three-year contract (renewable) in accordance with the Conditions of Employment of Other Servants of the European Union. Subject to the level of confidentiality of the work carried out, the selected applicant may be required to apply for security clearance.

The selected applicants will be recruited in the function group/grade AD 5. The basic monthly salary for the grade AD 5 (step 1) is EUR 4637.77. In addition to the basic salary, members of staff may be entitled to various allowances, such as a household allowance, an expatriation allowance (16% of basic salary), etc.

In addition, in order to be eligible and before being appointed, the selected applicant must:

- have fulfilled any obligations imposed on them by the law concerning military service;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)³;
- undergo a medical examination arranged by the Translation Centre in order to satisfy the requirements of Article 28(e) of the Staff Regulations of Officials of the European Union.

4. APPLICATION PROCEDURE:

Interested applicants should complete their online application in time.

We strongly advise applicants not to wait until the last few days to apply. Experience has shown that the system may become overloaded closer to the closing date for applications. It may therefore prove difficult to apply in time.

³ Applicants must provide an official certificate confirming that they do not have a criminal record.

EQUAL OPPORTUNITIES

The Translation Centre is an equal opportunities employer and recruits applicants without distinction as to race, political, philosophical or religious beliefs, sex or sexual orientation and without reference to their marital status or family situation.

INDEPENDENCE AND DECLARATION OF INTEREST

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to make a declaration in relation to any interests that might be considered prejudicial to his/her independence.

5. GENERAL INFORMATION

REVIEW – APPEAL – COMPLAINTS

Applicants who consider that they have grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further details regarding said decision from the Chair of the Selection Committee, instigate an appeal procedure or file a complaint with the European Ombudsman (see Annex 1).

REQUESTS FROM CANDIDATES FOR ACCESS TO INFORMATION CONCERNING THEM

Applicants involved in a selection procedure have the specific right of access to certain information concerning them directly and individually. Applicants who so request may accordingly be provided with supplementary information relating to their participation in the selection procedure. Applicants must send such requests in writing to the Chair of the Selection Committee within a month of being notified of their results in the selection procedure. The answer will be sent within one month. Requests will be dealt with taking account of the confidential nature of the Selection Committee proceedings under the Staff Regulations.

PROTECTION OF PERSONAL DATA

The Translation Centre (as the body responsible for organising the selection procedure) will ensure that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Union, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

Candidates have the right to have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

Please see the [specific privacy notice](#).

ANNEX 1 REQUESTS FOR REVIEW – APPEAL PROCEDURES – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to selection procedures, please note that all proceedings are confidential. If at any stage of this selection procedure applicants consider that their interests have been prejudiced by a particular decision, they may take the following action:

I. REQUESTS FOR FURTHER INFORMATION OR FOR REVIEW

- Send a letter requesting further information or a review and stating your case to:
For the attention of the Chair of the Selection Committee CDT-AD5-2017/01
Translation Centre
Bâtiment Drosbach
Office 3076
12 E, rue Guillaume Kroll
L-1882 Luxembourg

within 10 calendar days of the date of dispatch of the letter informing them of the decision. The Selection Committee will send a reply as soon as possible.

II. APPEAL PROCEDURES

- Lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, at the following address:

For the attention of the Authority authorised to conclude contracts of employment
CDT-AD5-2017/01
Translation Centre
Bâtiment Drosbach
Office 3076
12 E, rue Guillaume Kroll
L-1882 Luxembourg

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287 of 29.10.2013, p.15 – <http://www.europa.eu/eur-lex>) start to run from the time applicants are notified of the act allegedly prejudicing their interests.

Please note that the Authority authorised to conclude contracts of employment does not have the power to amend the decisions of a Selection Committee. The Court has consistently held that the wide discretion enjoyed by Selection Committees is not subject to review by the Court unless the rules which govern the proceedings of Selection Committees have clearly been infringed.

III. COMPLAINTS TO THE EUROPEAN OMBUDSMAN

- Applicants can make a complaint to the:
European Ombudsman
1 avenue du Président-Robert-Schuman – BP 403
F-67001 Strasbourg Cedex

pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OL L 113 of 4 May 1994, p. 15).

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Articles 90(2) and 91 of the Staff Regulations for lodging complaints or for submitting appeals to the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Please note also that, under Article 2(4) of the Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.