



The Acting Director

Notice for the attention of the staff of the Translation Centre
Post advertised pursuant to Articles 4 and 29(1)(a)(i) of the Staff Regulations

VACANCY NOTICE No CdT/11/2021 of 06 December 2021

Deadline for applications: **20 December 2021/12.00**

Vacancy notice
Brief description of tasks

Minimum qualifications required to apply for a transfer:

- (1) Be in the same function group and at one of the grades for the post (transfer).
- (2) Knowledge and skills relating to the duties to be performed.

To apply:

Interested **officials** are requested to apply through Systal
(https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true) **within the deadline.**

The Translation Centre is seeking to recruit a **Head of Romance and Mediterranean Languages Section**, whose mission is to:

- Assist the Head of the Translation Department in managing the language section.

Job description:

1. Assist his or her immediate superior: assist the Head of the Translation Department in those areas of responsibility relating to the language section; ensure the section's contacts with the other sections and departments of the Centre; participate in the various committees and/or working groups in which the section is involved and draft any documents ensuing therefrom; help draft any other document of use to the section and propose improvements for ensuring continuity of the department's various projects.
2. Section management: take the necessary measures to ensure a good working climate in the section in order to work towards the achievement of the department's objectives; demonstrate the leadership skills necessary to motivate staff; provide a managerial environment which maximises staff potential.
3. Human Resources-related and administrative issues: manage leave requests; establish training needs and approve training requests (on the basis of training priorities, changes in teams); contribute to smoothening working conditions (stress and conflict management); participate in the appraisal of section members, participate in selection procedures, participate in tenders related to translation.
4. Information spread and networking-related issues: maintain regular coordination of activities within the team of three heads of language section; participate in middle managers meetings with the aim of representing the translators as well as with an obligation to organize briefings to them afterwards; participate in other institutional activities relating to the field of translation as well as in the exchange of information with a view to contributing to a rationalisation of resources and a harmonisation of procedures; participate, on behalf of translators, in any other related meetings and "user groups" for testing new development products or other projects (IT, quality management, etc.) provide input for Annual Activity Report, Strategy, Work Programme, etc.
5. Quality improvement and language aspects-related issues: organize the translation process on a project-based manner, i.e. arrange pre-treatment of documents in cases of big/complex translation request (in close cooperation with the Translation Workflow Assistants/Administrators (TWAs), the CAT Team, the Corpus and Terminology Management teams); design and implement measures, leading to the improvement of the quality of translation (in cooperation with the Translation Support Department and other relevant departments and sections); design and implement measures, based on in-house knowledge, to improve the translation process; negotiate these improvements with other services (IT) and top management; design and implement quality control measures in their respective language groups; design and implement measures leading to improved client satisfaction (with Workflow Management Section and client coordinators).

Professional experience and technical skills required:

- Knowledge of the general management of the Centre as well as understanding of the services underlying and supporting the translation process;
- Basic managerial capability proven in different activities in the CdT, e.g. client, quality, Studio, trade mark, terminology coordination work;

- Very good knowledge (level B2 or above) of English and French¹;
- The knowledge of other EU languages is considered an advantage.

Non-technical skills:

- Leadership skills and ability to motivate and encourage people;
- Solid interpersonal and communication skills including negotiation skills;
- Ability to liaise effectively with people at all levels of the organisation and externally;
- Strong sense of responsibility, discretion, confidentiality and initiative, as well as reliability and flexibility;
- Ability to prioritise and work under stress in a multicultural environment;
- Open-mindedness, reliability, predictability and positive attitude.

Selection:

The Head of the Translation Department shall examine all applications fairly. Applicants will be judged on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question.

All candidates regarded by the Head of the Translation Department as likely to be selected may be invited for interview.

The Head of the Translation Department shall draw up a report on the results of the procedure including, where appropriate, any observations and her choice of candidate. The report shall be sent to the Appointing Authority for a final decision.

Application procedure:

Applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true)², within **10 working days** following the date of publication of the vacancy notice.

[Specific privacy notice](#)

¹ Levels defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

² Please note that although the information and questions in Systal are written in English, you may apply in English or in French.