



Luxembourg, 9 July 2021

INTER-AGENCY MOBILITY PUBLICATION

N° CDT/IAM/AD8/21/01

In order to promote the mobility of temporary staff across the agencies in the framework of **Inter-Agency Mobility** for staff members within the same function group, the Translation Centre for the Bodies of the European Union (CdT) wishes to inform temporary staff from all the Union agencies¹ in function group and grade bracket AD8² of the following vacant post:

HEAD OF THE FACILITIES AND SECURITY SECTION (AD8)

PLACE OF EMPLOYMENT: LUXEMBOURG

The Translation Centre for the Bodies of the European Union was established in 1994 to provide translation services for the EU agencies and bodies. It is based in Luxembourg. Since its establishment, the Centre's workload has increased considerably and it now employs around 220 staff.

In accordance with Article 7 of the general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS³, the Translation Centre is organising a selection procedure for the recruitment of a temporary staff member as a Head of the Infrastructure and Security section.

CONTRACTUAL CONDITIONS:

The selected staff member shall conclude a contract of employment with the Translation Centre which ensures continuation of the selected staff member's employment and career in the category of temporary staff under Article 2(f) of the CEOS. The contract shall be concluded without interruption of the contract concluded with the agency of origin ("the preceding contract") and shall fulfil the following requirements, in particular:

¹ All agencies referred to in Article 1(a)(2) of the Staff Regulations.

² Internal staff members who fulfil the requirements can apply through the internal publication published in parallel.

³ Conditions of Employment of Other Servants of the European Union

- The same grade and the same seniority in the grade as the preceding contract;
- The same step and the same seniority in the step as the preceding contract.

The end dates of the contract concluded with the Translation Centre and of the preceding contract shall be the same. If the contract with the agency of origin was for an indefinite period, the temporary staff member under Article 2(f) of the CEOS shall also be engaged by the Translation Centre for an indefinite period.

In the event that the preceding contract comes to its natural end on the day of the commencement of employment at the Translation Centre, the duration of the contract concluded shall be the same as that which the Translation Centre would have set in the case of a renewal of one of its own temporary members under Article 2(f) of the CEOS.

The temporary staff member under Article 2(f) of the CEOS shall not serve a probationary period, without prejudice to Article 9(2)(b) of the general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS.

The selected temporary staff member under Article 2(f) of the CEOS shall take up their duties within three months following the job offer, unless otherwise agreed between the two agencies and the staff member concerned.

NATURE OF THE TASKS

Reporting directly to the Head of the Administration department, the selected candidate will be responsible for performing the following tasks:

1. **Management of the section** : prepare the work programme and the activity report for the team; identify and set the team's objectives within an annual work programme; take the necessary steps to ensure a good working climate within the team so that it is motivated to achieve the expected results ; organize and distribute the work among agents for the execution of tasks, exercise leadership to create and sustain motivation, provide a supervision that maximizes the existing potential; establish the training needs and collaborate in the evaluation of the team members in order to have an efficient organization and competent, satisfied and efficient staff for the execution of the tasks of the section.
2. **Management of projects and procedures in the domain of logistics and security:** ensure the implementation of activities related to logistics and security, in accordance with the principles established for the management of projects and procedure.
 - **Business continuity:** Ensure the coordination of the business continuity plan of the Centre. Advise management in the implementation of the continuity plan.
 - **Security management:** ensure the role of "security officer", ensure the market prospection in the field of security, monitor the technological developments and make the necessary improvements to ensure a level at least equal to the market standard. Advise management in the field.

- **Management of EMAS model:** analyse the needs, identify and involve the stakeholders in sustainable development.
 - **Management of internal projects:** analyse the needs, identify and involve the stakeholders; draft the technical specifications, ensure the implementation, the follow-up and the coordination of the materials, the supplies and the services in to provide to the staff of the Centre with efficient resources.
3. **Analysis and advice:** advise and give guidance to the Director, heads of departments and heads of sections with regards to logistics and security policy.
 4. **Budgetary management:** forecast, estimate, prepare and monitor the budget related to the logistics and security expenses in order to define the future needs of the Centre and to respect the limits of budget execution and in line with the principle of sound financial management.
 5. **Internal communication on logistics and security matters:** Provide the staff and the management with clear information on subjects related to logistics and security, particularly through intranet or ad hoc meetings, in order to communicate to these the novelties in this field, the progress and the results of the activities of the section.
 6. **Interinstitutional relations :** Attend external meetings or conferences in order to represent the Centre in the interinstitutional activities related to logistics and security and take part in exchanges of information to help rationalise resources, harmonise methods and in order to benefit from the experience acquired by other organisations or departments; assist the head of department in responding to specific requests from the Court of Auditors, the European Parliament or the internal auditor.

ELIGIBILITY CRITERIA

To be eligible to take part in this selection procedure, the applicant must, **on 06.08.2021 , the closing date for online applications**, and on the day of the filling of the post meet the following requirements:

- Be a temporary staff member under Article 2(f) of the CEOS on long-term employment who is employed within his/her current agency in a grade and function group corresponding to the published function group and grade bracket (AD8);
- Have at least 2 years' service within his/her current agency before moving;
- Have successfully completed the probationary period provided for in Article 14 of the CEOS in the relevant function group.

SELECTION CRITERIA

Candidates must have the following:

- a) **Essential criteria:**

- Qualifications: have a level of post-secondary education attested by a diploma⁴,
or
a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least three years' relevant professional experience;
- professional experience: since obtaining the above-mentioned qualifications and work experience, candidates must have at least six years' full-time professional experience.
- language skills: thorough knowledge of one of the official languages of the European Union and satisfactory knowledge of another official language of the European Union, to the extent necessary for the performance of duties.

Candidates must possess SECRET UE/EU SECRET security clearance, granting access to classified documents, or will have to undergo the relevant safety investigation upon recruitment.

b) Essential technical skills:

- Minimum of one and relevant experience in a management position acquired in an institution or body of the European Union.
- Extensive professional experience in the field of infrastructure and security.
- Professional experience in service continuity management and in the EMAS model
- Theoretical and practical knowledge of building surveillance and protection systems.
- Theoretical and practical knowledge of the regulations and measures of hygiene, ergonomics and accident prevention.
- Theoretical and practical knowledge of purchasing procedures, budgetary procedures and of the financial regulation.
- Theoretical and practical knowledge of real estate infrastructure.
- Theoretical and practical knowledge of data encryption.
- Very good knowledge of either French and English (level B2 or higher⁵)
- Knowledge of other official EU languages is considered as an asset;

⁴ 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.

⁵ Level defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

c) Essential non-technical skills

- Communication skills: interpersonal skills at all hierarchical levels and in a multicultural environment, very good writing skills, ability to design and formalize; ability to lead meetings, ability to negotiate.
- Organisational skills: ability to assess the importance of different tasks / requests and to establish priorities, ability to synthesize, ability to coordinate multiple activities, methodical and initiative spirit, flexibility.
- Leadership: ability to motivate and trust, empower, ability to listen, obtain the support of all in relation to the mission and objectives, promote a continuous feedback, master delegation and supervision.
- Management skills: ability to lead a team, to motivate it to achieve the defined objectives and to develop individual potential.
- Sense of responsibility: very high level of accuracy and concern for excellence, discretion, respect for confidentiality, availability, willingness to achieve objectives while respecting defined priorities and ability to take final responsibility for the actions of the team.
- Adaptability: open-mindedness, ability to work under pressure, willingness to take over new tasks and to evolve.

These skills will be assessed by means of an interview. An interview with the Selection Committee will assess applicants' ability to carry out the duties described above. The interview will also be an opportunity to focus particularly on applicants' specialist knowledge and their skills in the fields mentioned in point (b). Interview duration: about 40 minutes. The interview will be marked out of 20 (pass mark: 12) and will take place in Luxembourg. In the event of force majeure, the tests will be held remotely. The interview will be conducted for the most part in English. Other languages may be tested according to the declaration on the knowledge of languages made by the candidates.

SELECTION PROCEDURE

How to apply?

Interested applicants should complete their online application through Systal within the deadline.

https://aa251.referrals.selectminds.com/?lset=en_US

We strongly advise you 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.

Candidates should assess before submitting their application form whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

For applications to be valid, applicants shall:

- **Send their online application in Systal by the above-mentioned deadline,**
- **Attach a scanned version of the documentation proving that they meet the eligibility criteria (i.e. current contract of employment and last payslip).**

Please note that the failure to submit these documents will render your application ineligible.

SCREENING OF ELIGIBILITY AND SELECTION CRITERIA

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Eligibility and suitability of candidates will be firstly assessed according to compliance with the eligibility and selection criteria by the appointed Selection Committee.

The Selection Committee will then consider the competences of eligible applicants on the basis of the application provided and will mark their applications. The **10 most suitable applicants** will be invited to an interview.

The candidates invited for an interview will be required to present the original documents proving that they meet the eligibility criteria and in particular the official proof of their current contract type and grade. Candidates have also to provide their two last appraisal reports.

COMMUNICATION WITH THE SELECTION COMMITTEE

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with the Selection Committee or have anybody do so on their behalf. The Authority Empowered to Conclude Contracts of Employment reserves the right to disqualify any candidate who disregards this instruction.

All inquiries for information should be addressed to e-selection@cdt.europa.eu or by letter to the Translation Centre - Bâtiment Technopolis Gasperich- 12 E, rue Guillaume Kroll - L-1882 Luxembourg, quoting the reference of the selection (**CDT/IAM/AD8/21/01**).

EQUAL OPPORTUNITIES

The Translation Centre is an equal opportunities employer and recruits applicants irrespective of age, race, political, philosophical or religious convictions, gender or sexual orientation, handicap, 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.

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 (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39). 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/IAM/AD8/21/01

Translation Centre
Bâtiment Technopolis Gasperich
Office 3077
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 Empowered to Conclude Contracts of Employment

CDT/IAM/AD8/21/01 Translation Centre
Bâtiment Technopolis Gasperich
Office 3077
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://eur-lex.europa.eu/homepage.html>) start to run from the time applicants are notified of the act allegedly prejudicing their interests.

Please note that the Authority Empowered 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 – CS 30403
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 Court of Justice of the European Union under Article 270 of the Treaty on the Functioning of the European Union. Please also note 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.