



Director

Luxembourg, 01/12/2023

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

AND

INTERNAL NOTICE N° 01/2017 OF THE TRANSLATION CENTRE ESTABLISHING THE POLICY AND PROCEDURE FOR
INTERNAL MOBILITY OF TEMPORARY STAFF

INTERNAL PUBLICATION NO CDT/07/2023

COMMUNICATION OFFICER
(A D 5 - A D 1 2)

NATURE OF THE TASKS

Reporting directly to the Head of the External Relations and Communication Section, the selected candidate will be responsible for performing the following tasks:

1. **Assistance to the line manager:** assist the line manager in the regular dissemination of information both internally and externally, participate in working groups and committees, propose improvements in the field of communication, contribute to a good working climate and trust in order to ensure the proper functioning of the External Relations and Communication Section.

2. **Management and monitoring of activities:** know the activities of the section and contribute to increasing the visibility of the Centre among its clients and other stakeholders:
 - contribute to the implementation of the Centre's communication strategy, as well as to the operational planning, prioritisation and follow-up of communication actions et campaigns;
 - draft strategic documents;
 - draft, manage and/or disseminate any promotional materials, presentations, briefings, articles, brochures, video scripts, or any other information materials intended for internal or external communication regarding the Centre's activities;
 - undertake all the necessary research and selection of information relevant in the drafting of reports, speeches, or information bulletins etc.;
 - work together with the expert teams from the different departments of the Centre for the implementation communication campaigns;
 - draft and prepare web content, with a regular follow-up of any updates that may be needed;
 - draft and prepare social media posts and related content and manage the interactions with users;
 - social media watch for the Centre's clients' channels;

- organise events, such as conferences, workshops, interviews, exhibitions and other outreach activities in order to strengthen the Centre's External and Internal Communication and to facilitate exchanges of best practices and knowledge sharing; organise presentations on the conclusions and results of such events;
- organise the framework for cooperation with universities;
- act as back-up of the head of section;
- organize surveys of the Centre's clients and other stakeholders;
- prepare media relations and press kits;
- any other task assigned by the Head of Section.

SELECTION CRITERIA

1. ESSENTIAL SELECTION CRITERIA:

- for operational reasons, a very good knowledge of English and good knowledge of French, very good written and spoken communication skills in both languages;
- good level of computer literacy and ability to learn new tools and systems;
- good drafting and presentation skills.

2. DESIRABLE TECHNICAL COMPETENCIES:

- experience gained in a European or international organisation;
- knowledge of audiovisual tools;
- knowledge of different communication media;
- experience in working with various stakeholders.

3. ESSENTIAL NON-TECHNICAL COMPETENCIES:

- interpersonal skills: ability to work in a team and to communicate at all levels (internally and externally); enthusiastic and energetic attitude;
- very good planning and analytical skills;
- proactive attitude, result and client oriented and keen on taking coordinated initiatives;
- sense of responsibility: discretion, confidentiality, precision, efficacy, availability and punctuality;
- ability to communicate in a balanced and nuanced way;
- organisational skills: ability to manage various tasks and to set targets, methodical and systematic approach, versatility, attention to detail;
- adaptability: ability to deliver and to respect deadlines, to work well under pressure and collaborate with others, ability to upskill and adapt to developments in the IT environment.

ELIGIBILITY CRITERIA

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

- be an official or a temporary staff member under Article 2(f) of the CEOS in a grade and function group corresponding to the published function group and grade bracket (AD5-AD12);

- fill the requirements of the publication listed above.

A. SELECTION

The Selection Committee 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 Selection Committee as likely to be selected will be invited to 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 points "Essential technical skills", "Desirable technical skills" and "Essential non-technical skills".

Interview duration: about 40 minutes.

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

The Selection Committee shall draw up a report on the results of the procedure including, where appropriate, any observations and the choice of the candidate. A final decision is with the Authority Empowered for the Conclude Contracts of Employment.

B. APPLICATION PROCEDURE:

Applicants must complete their online application in Systal (<https://aa251.referrals.selectminds.com/>) within 10 working days following the date of publication of the vacancy notice.

[Specific privacy statement for processing of personal data](#)