



The 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/01/2023 of 20 February 2023

Deadline for applications: **06 March 2023 / 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 the External Relations and Communication Section**.

The duties for this post are as per the **job description** below:

Job description:

1. Client relations: identifying client needs and measuring client satisfaction (via surveys, bilateral meetings, mailings); tracking of all client meetings and follow-up on action items resulting from meetings and surveys; organising training sessions, workshops and presentations involving the Centre's clients; Collecting and maintaining client data; organising and chairing the Centre's annual Translation Contact Network meeting and other client events; prospecting the market for potential clients (in cooperation with the Legal Affairs Section)

2. Other external relations: representing the Centre in the EU Agencies' Heads of Communication and Information Network (HCIN); representing the Centre on the interinstitutional CCT Awareness Raising Network (ARN); representing the Centre on information seminars organised by the Publications Office (PO); coordinating visits to the Centre and providing presentations on the Centre's activities (e.g. universities, translation associations, trainees from institutions); being the Centre's central contact point for the media

3. Communication: devising the Centre's internal and external Communication Strategy; advising the Centre's Management on the Centre's communication and marketing activities; managing the Centre's public website, intranet and social media channels; conception and drafting of news items and posts for the Centre's websites and social media (Facebook, LinkedIn, Twitter, YouTube, EUVoice, EUVideo); promoting the Centre and its services via information material, leaflets, presentations, videos, promotional items, etc.; coordinating and drafting the Centre's "Highlights of the year" report and client newsletters, if applicable; organising conferences and events to promote the Centre as a reference point for multilingualism in the EU; ensuring crisis communication as part of the Centre's business continuity management system; answering enquiries from the press and other media as well as from members of the public

Professional experience and technical skills required:

- At least one year of relevant professional experience in the area of management acquired in a European Union institution or international organisation;
- Knowledge of the general management and core business of the Translation Centre as well as understanding of the services underlying and supporting the translation process;
- Experience in leading and managing various communication activities with a wide range of multimedia;
- Knowledge of the institutional communication landscape and the framework of the European Union;
- Excellent drafting skills;
- Advanced digital skills;

- Excellent knowledge of English (level C1 and above) and very good knowledge of French (level B2 or above¹);
- The knowledge of other EU languages is considered as 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;
- Organisational skills;
- 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 the successful 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.