



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/01/2026 of 26 January 2026

Deadline for applications: **06 February 2026 / 23.59**

[Vacancy notice](#)
[Brief description of tasks](#)

Minimum qualifications required to apply for a transfer:

Be in the same function group and at one of the grades for the post (transfer)

Knowledge and skills relating to the duties to be performed

To apply:

Interested **officials** are requested to apply through Systat
(https://aa251.referrals.selectminds.com/?!set=en_US) **within the deadline.**





ADMINISTRATOR (AD8-AD12)

TRANSLATION CENTRE

REF. POST: CDT/01/2026

The Translation Centre is seeking to recruit a **Head of the Specific Workflows and Terminology Section**.

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

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed/marked only for shortlisted applicants during the interview.

ESSENTIAL SKILLS:

- Professional experience or very good understanding related to the nature of the tasks (see description in Annex 1).
- Professional experience and technical skills required:
 - Professional experience in the domain of workflow and translation technology management;
 - Knowledge of terminology work and procurement procedures applicable to the Translation Centre.
- Language skills:
 - a) ➢ Excellent command of English (level C1 and above) and very good command of French (level B2 or above¹);
 - the knowledge of other EU languages is considered an advantage.
- Other 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;
 - understanding of the institutional landscape and the framework of the European Union;
 - excellent drafting skills and strong presentation skills.

Specific skills will be verified and assessed during the oral test, among others.

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



ESSENTIAL NON-TECHNICAL SKILLS:

Collaboration: cultivating the ability to focus, align and build effective groups; willingness to share or partner with others and acknowledging the whole being greater than the sum of the parts;

Respect: treating colleagues, staff, and partners with respect and sensitivity; valuing diversity and drawing upon the different strengths, cultures, ideas, experiences and talents of people; providing equal and fair opportunities for employment, career development and learning, and giving a voice to every team member; ensuring a positive and energising work environment;

Integrity: being driven by one's commitment and not by personal gain or alliances with vested interests; protecting and promoting the reputation of the CdT; acting with honesty and integrity; not tolerating unethical behaviour and challenging it as a matter of personal responsibility, regardless of one's position in the organisation; maintaining high ethical standards and not abusing power of authority;

Self-development: taking initiative in learning and implementing new concepts, technologies and/or methods; committing to continually improving of one's own and the team's skills set by gathering new knowledge, skills and attitudes and by encouraging the team to develop on a continuous basis;

Change and innovation: having the ability to instigate needed change and to show a positive and open attitude towards change; understanding how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of the team;

Client orientation: endeavouring to work effectively with peers, partners, and others who are not in one's line of command, positively impacting business performance; serving both internal and external clients and build sustainable relationships.



Selection:

The Head of department shall examine **eligible** applications together with another evaluator (e.g., Head of Section from another department), and with the presence of a member of the Staff Committee. 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 Operations Management Department as likely to be selected, **shall** be invited for interview.

The Head of the Operations Management Department shall draw up a report on the results of the procedure including, where appropriate, any observations and their 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/?!set=en_US)², within **10 working days** following the date of publication of the vacancy notice.

[Specific privacy notice](#)

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



ANNEX 1: JOB DESCRIPTION

The mission of the Head of the Specific Workflows and Terminology Section is to initiate, manage and generally coordinate activity falling under the remit of the Specific Workflows and Terminology Section, in line with the Centre's strategy and within the scope of the applicable rules and budgets.

Placed under the supervision of the Head of the Operations Management Department, this post includes the following responsibilities:

- STRATEGIC ADVICE
 - Advise and give guidance to the Director, Heads of Department and Heads of section concerning operational and production aspects raising from the business needs of the Centre's stakeholders to facilitate informed decisions.
- HORIZONTAL COORDINATION
 - Manage the Section: assisting the Head of the Operations Management Department in tasks related to the Specific Workflows and Terminology Section;
 - Implement, organise and coordinate the section's day-to-day activities in accordance with the Centre's strategy and work programme;
 - Identify, plan, coordinate and supervise the work of the section, namely in view of an optimal internal organisation;
 - Manage the section's staff on a day-to-day basis, namely with respect to training needs, staff reports, holidays, etc.
 - Ensure that the staff of the section is motivated and efficient;
 - Ensure that the section cooperates well with other services of the Centre and communicates about its activities with the Centre's staff.
- BUSINESS MANAGEMENT and PLANNING
 - Monitor trends and innovations related to the linguistic services and translation technology;
 - Develop and support the specific workflows of EUTMs and DG GROW and terminology services;
 - Supply and maintain specific language resources and tools in the field of terminology;
 - Manage the entire workflow for the translation of EU trade marks and designs;
 - Coordinate strategic projects across the Centre's different departments and sections, thus ensuring that effective business solutions are successfully and sustainably implemented;
 - Coordinate projects requiring to work on the interinstitutional IATE database and EurTerm (interinstitutional collaborative platform for terminologists).
- OPERATIONAL and ADMINISTRATIVE SUPPORT and RESOURCES
 - Contribution to business continuity: replacing the Head of Department in case of absence.



- COMMUNICATION and PUBLICATION

- Represent the Centre in interinstitutional and international meetings if applicable;
- Ensure the good, swift communication between the members of the section with other colleagues at the Centre;
- Ensure that the Section provides competent consultancy and support to the Centre's clients for all questions or projects (namely workflows, terminology, automations, etc.).

- TEAM COORDINATION

- Contribute to strategic planning and monitoring activities: defining, in cooperation with the Head of Department, the section's work programme and contributing to the department's annual work programme;
- Monitor and report on the implementation of the section's work programme;
- Monitor and analyse performance indicators that have been defined for the activities of the section
- Contribute to the definition of the annual report of the Translation Centre.

- EVALUATION and QUALITY MANAGEMENT

- Ensure that the services provided by the section are proactive and of high quality;
- Ensure that the Centre's staff are consulted on matters related to their work and that their suggestions are taken into consideration.