



Director

Luxembourg, 10/07/2024

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

INTERNAL PUBLICATION NO CDT/02/2024

HEAD OF LANGUAGE SECTION A.I.
(A D 5 - A D 1 2)

GENERAL CONTEXT

Would you like to have a job where you can implement change, build a strong and engaging team of people, represent the CdT and use your innovative and creative spirit to build an ever-improving organisation?

If so, this may very well be a job for you.

We are looking for dynamic, people-oriented colleagues who have a keen interest in technology and the ability to think strategically. Even if experience in managing people or having worked as a translator or a linguist is a plus, having a clear idea on how to manage people and your actual vision on the future of translation (and how to get there) are far more important.

The aim of this selection procedure is to establish a reserve list for current and future vacant positions of Heads of Language Section (hereafter HOLS) in the Translation Department. Staff chosen from the reserve list will initially perform their tasks in *ad interim* capacity.

Staff members from all Departments in AD grades can apply.

NATURE OF THE TASKS

You report directly to the Head of Translation Department. Selected candidates will be responsible for performing the following tasks:

1. People management:

- You aim to get high engagement levels of the people in your Section. Knowing that communication is a two-way process, you ensure ample opportunities are available to interact with your staff on both individual and collective basis; you ensure availability to your team members to address any issues they encounter promptly and effectively;
- You involve staff in ongoing projects and welcome their input, where appropriate facilitating their ideas become reality;
- You ensure the workload is fairly spread among staff;
- You identify training needs and collaborate with other sections to organise annual training sessions across various work areas to enhance your team members' skills.;
- You take action to empower as much as possible colleagues in your team;
- Your in-depth knowledge of your team members allows you to guide them in their mid- and long-term career plans, identify talent, and foster their ongoing career development; .
- You set clear objectives and expectations in terms of output, behaviour and competency in the appraisal exercise and provide an equally individual performance appraisal;
- You act as an ambassador for CdT's values, by showing exemplary behaviour;
- You deal in the appropriate way with underperformance, conflicts or any other staff issues.

2. Management of projects, processes and change:

- You actively contribute to translating the organisational goals into practical projects, by:
 - o Gathering ideas and proposals to achieve strategic objectives (e.g. increasing efficiency, enhancing quality,) by involving staff, peers and relevant colleagues in other Departments (e.g. TraSup, Quality, Finance, IT, HR);
 - o Designing relevant project proposals;
 - o Monitoring and evaluating the implementation of projects;
 - o Monitoring your team performance and workload, providing indicators to identify areas for improvement.
- You keep yourself and your team up-to-date about new technological possibilities and actively seek for possibilities to implement relevant possibilities;
- You encourage change by involving a maximum of people, try experimental and creative ideas while allowing room for mistakes and failure.

3. Communication and collaboration:

- You advise your Head of Department and the Director on actions to take in your Section;
- You ensure positive communication channels are maintained with all relevant stakeholders (staff, peers, key colleagues in other Departments...);
- You actively contribute to fostering a constructive and collaborating atmosphere within your Sector and with other Sections and Departments;
- You encourage staff in your team to take initiatives and implement projects that help to achieve Departmental and organisational objectives.

- You organise and participate in regular meetings with (various) teams to collect feedback for improvements in different work areas and address potential difficulties with relevant stakeholders (e.g., WMS, clients, etc.).

4. Miscellaneous

- You contribute to strategic documents such as the SDP, CAAR, quality and performance management;
- You contribute to the development of the strategic objectives of the Centre in the areas of workload allocation and resource optimisation by suggesting process optimisation actions.
- You act as back-up of peer Heads of Language Section and/or the Head of Department;
- You perform any other task assigned by the Head of Department.

SELECTION CRITERIA

1. ESSENTIAL SELECTION CRITERIA:

- A very good written and spoken knowledge of English and French;
- A good level of computer literacy and ability to learn new tools and systems. You are interested in new technologies and have innovative thinking;
- Experience in (or the potential to) managing people and a team; experience in building and maintaining strong relationships with clients or stakeholders;
- Ability to think strategically while having a good assessment on practical implementation of change;
- Ability to identify problems proactively and develop effective solutions;
- The ability to manage change and foster a positive and constructive attitude towards it;
- Good drafting and presentation skills.
- good communication and collaboration skills.

2. DESIRABLE TECHNICAL COMPETENCIES:

- Experience with or strong insights in the area of Translation;
- Experience with or strong insights of relevant language technologies;

3. ESSENTIAL NON-TECHNICAL COMPETENCIES:

- Collaboration: cultivating the ability to focus, align and build effective groups. Willingness to share or partner with others and acknowledge the whole being greater than the sum of the parts;
- Respect: treating your colleagues, staff, and partners with respect and sensitivity. You value diversity and draw upon the different strengths, cultures, ideas, experiences and talents of people. You provide equal and fair opportunities for employment, career development and learning, and give a voice to every team member. You ensure a positive and energising work environment;
- Integrity: You are driven by your commitment and not by personal gain or alliances with vested interests. You protect and promote the reputation of the CdT. You are honest and act with integrity. You do not tolerate unethical behaviour; and challenge it as a matter of personal responsibility, regardless of your position in the organisation. You maintain high ethical standards and you do not abuse power of authority;

- Self-development: You take initiative in learning and implementing new concepts, technologies and/or methods. You commit to continually improve your and your team's skills set by gathering new knowledge, skills and attitudes and by encouraging your team to develop on a continuous basis;
- Change and innovation: You have the ability to instigate needed change and to show a positive and open attitude towards change. You understand how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of the team;
- Client orientation: You endeavour to work effectively with peers, partners, and others who are not in your line of command, positively impacting business performance. You serve both internal and external clients and build sustainable relationships.

ELIGIBILITY CRITERIA

To be eligible to take part in this internal publication, the applicant must, **on 09 August 2024, 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 on 20 points.

The interview will be marked out of 40 (pass mark: 24).

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, who may decide to organise an additional round of interviews with candidates before taking the final decision.

B. APPLICATION PROCEDURE:

Applicants must complete their online application in Systal (<https://aa251.referrals.selectminds.com/>)¹ until **09 August 2024**, the closing date for online applications.

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

¹ Please note that although the information and questions in Systal are written in English, you may apply in English or in French