The Director

NOTICE FOR THE ATTENTION OF THE STAFF OF THE TRANSLATION CENTRE
Post advertised pursuant to Article 29(1)(a)(i) and (iii) of the Staff Regulations

VACANCY NOTICE N° CDT/02/2025 of 14 April 2025

Deadline for applications: **8 May 2025 / 23.59**

Vacancy notice
Brief description of tasks

Head of Department (AD9-AD13) Corporate Services Department Ref. post: CDT/02/2025

Minimum qualifications required to apply:

(a) Be an established official in the same function group and at one of the grades for the post;

(b) Possess knowledge and skills related to the duties to be performed;

(c) Possess the competencies set out in the Annex attached to this publication.

How to apply:

Interested **officials** are requested to apply by submitting an application **via online tool Systal before the specified deadline**. https://aa251.referrals.selectminds.com/?lset=en_US

Head of Department (AD9-AD13) Corporate Services Department Ref. post: CDT/02/2025

The Translation Centre is seeking to recruit a Head of Corporate Services Department.

The mission of the Head of Department is to initiate, manage and coordinate the corporate service activities in line with the Centre's strategy and within the scope of the applicable rules and budget.

The duties for this post are outlined in the **job description** below:

1. INTERNAL MANAGEMENT and COORDINATION

- Management of the Department: assist the Director in his/her tasks related to the organisation of the Centre and the management of the Department;
- Define the strategy and policies of the Department, based on the Centre's work program, to achieve flexibility and efficiency in the Department;
- Monitor and control progress of the achievement of objectives, in order to follow up on decisions taken at the management level;
- Identify, plan, coordinate and supervise the activities of the Department in order to guarantee optimal organisation of the sections and inter-departmental cooperation;
- Plan and organise the functioning of the Department, in particular through human resources management (coordination with the human resources section, job description, evaluation, identification of qualification gaps, training, etc.), in order to have competent, satisfied and efficient staff.

2. BUSINESS MANAGEMENT and PLANNING

- Management and planning of human resources activities: contribute to the development of the Centre's policies on human resources management, within the framework of the policy defined by the Director; ensure, in cooperation with the Head of the Human Resources Section, good planning and management of human resources activities related to the Centre's activities, in order to ensure a coherent HR policy adapted to the needs of the Centre.

3. LEGAL ANALYSIS, ADVICE and ASSISTANCE

- Contribute to the development of the Centre's policies related to legal affairs and contract management within the framework of the policy defined by the Director;
- Ensure, in cooperation with the Head of the Legal Affairs Section, proper planning and management of legal affairs and contract management activities related to the Centre's activities, to ensure the proper application of procurement and contracting procedures and the monitoring of the regulations and regulations applicable to the Centre.

4. INTERNAL COMMUNICATION (general)

- Management of contacts with internal clients of the Centre: ensure proper planning and management of contacts with internal clients of the Centre in order to respond effectively and quickly to requests for information or concerns of internal clients of the Centre.

1. GENERAL CONDITIONS

Applicants are presumed to meet all the general appointment conditions referred to in Article 28 of the Staff Regulations regarding officials.

Furthermore, the minimum qualifications required to apply are as follows:

(a) Be an established official;

(b) Be in grade AD9-AD13;

(c) Possess the qualifications specified in the vacancy notice;

(d) Possess the competencies set out in the Annex attached to this publication.

Applicants must be AD officials in grade AD9 – AD13, or to be in grade AD 8 and have a seniority of at least two years in that grade; in the last case, the vacancy is to be filled simultaneously with promotion.

Applicants must have the administrative status 'in active employment', 'on leave for military service', 'on parental or family leave', 'on secondment in the interests of the service', or 'on secondment at their own request' within the meaning of Articles 35 et seq. of the Staff Regulations.

2. SPECIFIC CONDITIONS

Technical skills required:

(a) One year of appropriate experience in a similar position;

(b) Very good knowledge of managerial processes;

(c) Good knowledge and experience with the administrative and financial circuits within the Centre and managing budget related to the Department.

(d) A very good knowledge of both French and English and very good communication skills in both of these languages;

(e) Knowledge of other official EU languages is considered as an asset;

(f) Applicants shall also possess the competencies for middle management posts set out in the Annex attached to this publication.

Non-technical skills required:

- 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 colleagues, staff, and partners with respect and sensitivity. The applicant values diversity and draws upon the different strengths, cultures, ideas, experiences and talents of people. They provide equal and fair opportunities for employment, career development and learning, and give a voice to every team member. They ensure a positive and energising work environment;

- Integrity: they are driven by their commitment and not by personal gain or alliances with vested interests. They protect and promote the reputation of the CdT. They are honest and act with integrity. They do not tolerate unethical behaviour; and challenge it as a matter of personal responsibility, regardless of your position in the organisation. They maintain high ethical standards and do not abuse power of authority;

- Self-development: they take initiative in learning and implementing new concepts, technologies and/or methods. They commit to continually improve their and their team's skills set by gathering new knowledge, skills and attitudes and by encouraging their team to develop on a continuous basis;

- Change and innovation: they have the ability to instigate needed change and to show a positive and open attitude towards change. They 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: the candidate endeavours to work effectively with peers, partners, and others who are not in their line of command, positively impacting business performance. They serve both internal and external clients and build sustainable relationships.

3. SELECTION AND APPOINTMENT

a) Assessment of applications by a pre-selection panel. Using assessment checklists, the pre-selection panel shall consider all applications received having regard to the vacancy notice. Where appropriate, it shall conduct interviews. It shall draw up a shortlist of the applicants who most correspond to the profile sought, giving reasons for its choices.

b) Invitation to the interview with the Director and one member of a grade and management function equal to that of the function to be filled. The applicants on the shortlist shall be invited to an interview with the Director and the member mentioned.

c) Assessment centre:

All applicants invited to the interviews with the Director and the other member have to take part in an assessment centre beforehand, unless they have already taken part in such an assessment centre in the course of the two years preceding the closing date for the receipt of applications. The assessment centre shall evaluate the applicants' potential and shall provide an in-depth analysis of managerial skills (as listed in Annex), adaptability and other core competencies. It shall comprise individual and/or group exercises as well as in-depth interviews focussed on management skills. The result of the assessment centre will be taken into consideration by the appointing authority.

4. APPLICATION PROCEDURE

Interested applicants should complete their online application through Systal in due time.

Applicants 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.

Specific privacy notice

ANNEX:
COMPETENCIES REQUIRED TO APPLY FOR A MIDDLE MANAGEMENT POST

The list below further details the essential competencies middle managers need to have, acquire or develop, including essential people management skills, in order to perform effectively in their functions and to ultimately enhance organisational performance.

1. **THESE REQUIRED CORE COMPETENCIES ARE**:

- General management skills, including:

  – The ability to set and revise objectives for the Department within the overall strategic framework and priorities of the Centre;
  – The ability to determine and focus on priorities and to monitor and evaluate the progress made towards achieving the Department's and team members' objectives set, in cooperation with the members of the team;
  – The ability to organise, assign and manage the Department's work among the members of the team and to set them challenging but realistic objectives;
  – The ability to empower members of the team while ensuring that they understand what is expected of them and how their work contributes to the Department's objectives;
  – The ability to choose co-workers and to build strong teams with complementary strengths suited to the efficient pursuit of the Department's objectives;
  – The ability to motivate members of the team to achieve the desired results and also to provide regular feedback, acknowledge success and the need for improvement in order to enable them to achieve their objectives and greatest potential;
  – The ability to develop and support career development and learning opportunities for the members of the team.

- Communication skills

  – The ability to communicate clearly and present complex subjects simply, both orally and in writing, including to the members of the team;
  – The ability to solicit inputs from and listen to staff, partners, and stakeholders.

- Interpersonal skills

  – The ability to deal with people effectively, respectfully and courteously;
  – The ability to build productive and cooperative working relationships with hierarchy and other Departments and colleagues;

- Negotiation skills

  – The ability to steer discussions and generate the best possible results without compromising productive working relationships with the other parties involved.

- Previous mobility within the institution

  – Proven ability to carry out the functions in different environments and/or overall knowledge of the Institution, gained notably through inter-Agency mobility, should constitute an important advantage and might be deemed essential for the appointment to certain Head of Department posts.

2. **TECHNICAL QUALIFICATIONS INCLUDE POINTS OF THE FOLLOWING TYPE**:

- Familiarity with administrative, financial and oversight issues

  – Officials must have a good knowledge of the administrative and financial circuits within the Centre and, ideally, experience of them. A high degree of competence in handling budgetary resources and/or in organising work, resources and procedures to achieve operational efficiencies and value for money could be of key importance, depending on the post in question.

3. **SPECIALIST KNOWLEDGE COMPRISES POINTS SUCH AS**:

- Knowledge of EU policies, languages, legislation and programmes, particularly those relevant to the post in question

  – Occupying a Head of Department post efficiently and effectively requires possession of these competencies to a high degree. The relative weighting of the various elements will depend largely on the particular features of each post.