The Translation Centre for the Bodies of the European Union was established in 1994 to provide translation services for the various bodies of the European Union. It is based in Luxembourg and currently employs around 200 staff.

To meet to the needs of the Translation Support Department’s Language and Technology Support Section, the Translation Centre is organising a selection procedure to establish a reserve list for the recruitment (long-term contract) of versatile contract agents as translation technicians for the following activities:

- technical pre-processing of documents for translation,
- technical post-processing of translated documents,

with essential skills in the following specific areas:

- office automation and document formatting
- computer-aided translation
- corpus management

and desirable skills in the following related areas:

- terminology,
- machine translation,
- audiovisual technology.
THE GENERAL RESPONSIBILITIES OF A TRANSLATION TECHNICIAN ARE:

Assisting the immediate superior: assisting the Head of Section in the daily management of the service; suggesting any improvements to the areas managed; coordinating and updating administrative documents and contributing to a good working environment and climate of trust, in order to support the continued improvement to the quality of the running of the service and the efficiency of the immediate superior;

Management and monitoring activities: ensuring the management and monitoring of team activities; maintaining contact with translators and providing assistance on a technical level; preparing information notes and templates; technical control of documents in different formats, including HTML and XML;

Other support activities: carrying out various tasks such as formatting the translations delivered to the Centre's clients in accordance with translation requests; receiving formatting requests, checking them and proceeding with processing them; implementing and monitoring operating modes, establishing corresponding administrative actions; providing information and explaining how to apply the operating procedures in order to contribute to the smooth running of the service.

Additional activities: carrying out practical tasks in the field of computer-aided translation and corpus management and use, following the administrative procedures in force; maintaining the section's contacts with other services of the Centre and with staff, bodies and individuals outside the Centre; attending meetings of various committees and/or working groups of which the section is a member and drafting documents ensuing from these meetings; assisting in drawing up any other documents the section considers useful and proposing improvements to ensure that the section's various projects are correctly documented and run smoothly.

THE SPECIFIC RESPONSIBILITIES OF A TRANSLATION TECHNICIAN ARE:

Office automation and document formatting:

- Technical assistance: providing direct assistance to in-house and freelance translators in order to help them quickly and efficiently with technical problems relating to this area;
- Technical preparation of files (pre-processing): technical control and pre-formatting of incoming documents (all formats); format conversion; preparation of information notes and template files;
- Technical completion of files (post-processing): technical control and post-formatting of documents before delivery to the Centre’s clients in accordance with requests received.
- Training: leading training sessions on the use (at all levels) of office software for all staff at the Centre.

Computer-aided translation (CAT):

- Technical assistance: providing direct assistance to in-house and freelance translators in order to help them quickly and efficiently with technical problems relating to this area;
- Technical processing of files (pre- and post-processing): technical control and processing of incoming files (for processing with translation tools); preparation of files in HTML and XML formats;
- Management and maintenance of translation memories: management and maintenance of translation memories, feeding existing memories or creating new memories by means of alignments so as to have an effective memory base available;
- Preparing and building aligned corpora: technical management of aligned corpora.
Corpus management:

- **Technical assistance**: providing direct assistance to in-house and freelance translators in order to help them rapidly;
- **Creation, enrichment and upgrading of corpora used** (text databases, reference corpora, machine translation corpora, translation memories) with the aim of improving pre-processing results and the daily work of translators;
- **Maintenance** (monitoring the maintenance, movement and conversion) of the corpora available;
- **Compliance with and improvement of the procedures for managing reference documents**: following and rationalising procedures for managing reference documents, identifying priorities, providing the interface between those requesting and the sources of information.

1. **Selection criteria:**

   The selection procedure is open to any candidate who can satisfy the following conditions by the online application deadline of: **OCT 13 2016**

   **a) Eligibility criteria:**

   - be a national of a Member State of the European Union;
   - qualifications: have a post-secondary education in the field of translation, machine translation and/or translation technology, attested by a diploma
   
   or
   
   a level of secondary education attested by a diploma giving access to post-secondary education, followed by at least three years' professional experience.
   
   - language skills: excellent knowledge of one of the official languages of the European Union and good knowledge of another official language of the European Union, to the extent necessary for the performance of the duties.

   **b) Selection criteria:**

   **General requirements (essential)**

   - very good knowledge of French or English and a good knowledge of English or French (spoken and written);
   - certified skills/knowledge in the three specific fields;
   - ability to use internet resources;
   - good command of software applications (MS Office – mainly Word and Excel), desktop publishing (DTP) tools and computer-aided translation (CAT) tools;
   - good knowledge of working methods used in translation.
SPECIALISED REQUIREMENTS (ESSENTIAL)

- **Office automation and document formatting**
  - certified knowledge of:
    * different file formats (WORD, EXCEL, INDD, VISIO and PDF in particular), and/or
    * online publication formats (in particular HTML and XML), and
    * formatting tools, and/or
    * graphic design tools;

- **CAT tools**
  - certified knowledge of:
    * computer-aided translation and associated tools (e.g. SDL Trados Studio), and/or
    * some basic programming languages (VB, Java), and/or
    * basic IT tools used by translators, and/or
    * command of alignment tools and alignment verification tools;

- **Corpus management**
  - very good knowledge of information sources and documentary resources relevant to the work of translators, and/or
  - good command of documentary software applications, and/or
  - good knowledge of documentary resource management, and/or
  - good knowledge of corpus processing.

**DESIRABLE CRITERIA:**

- Good knowledge of a third official language of the European Union;

- **Terminology**
  - certified knowledge of:
    * terminology tools (SDL Trados Studio, MultiTerm, etc.), and/or
    * various programming languages (Perl), and/or
    * the methodology for building up bilingual and/or multilingual corpora using modern management tools.

- **Machine translation**
  - certified skills in:
    * preparing and building a corpus;
    * linguistic and technical management of such a corpus;
    * managing the rules and parameters for developing a machine translation system.

- **Audiovisual technology**
  - certified knowledge of:
    * subtitling technology, and/or
    * voice recognition technology and/or
    * machine transcription technology
• **Work flow management**
  - certified skills in this area and, in particular, in using specialist tools.

c) **ESSENTIAL NON-TECHNICAL SKILLS:**

• **Written and oral communication:** drafting skills, summarising skills and ability to communicate in the relevant foreign languages.

• **Interpersonal skills:** ability to work in a team, communicate well at all levels (internally and externally) and work in a multilingual environment.

• **Sense of responsibility:** discretion, confidentiality, attention to detail, availability, efficiency and punctuality.

• **Organisational skills:** ability to manage various tasks and to set priorities; methodical approach; ability to take the initiative; versatility.

• **Adaptability:** able to help others and to work even when under pressure, inquisitive mind and aptitude for document research, capacity to learn and to adapt to developments in IT.

These skills will be evaluated in the written test and interview (see point 2(b)(i), (ii) and (iii)).

2. **SELECTION PROCEDURE:**

a) **PRE-SELECTION STAGE:**

The pre-selection stage will be in two parts:

• The first will be based on the abovementioned 'eligibility criteria' (point 1(a)) and aims to establish whether applicants meet all the mandatory eligibility criteria and all formal requirements laid down in the application procedure. Applicants who do not meet these requirements will be rejected.\(^1\)

• In the second part, applicants' professional experience and other criteria listed under 'Selection criteria' (point 1(b)) will be taken into consideration. This stage will be marked out of 20 (pass mark: 10).

The 20 applicants who obtain the best marks in the second part of the pre-selection stage will be invited by the Selection Committee for a written test, a practical computer-based test and an interview.

b) **SELECTION STAGE:**

The selection stage will be in three parts:

(i) **A written test** consisting of the following:

  - the theoretical knowledge necessary for the job (40% of the final score).

The written test will be marked out of 10 (pass mark: 5).

Time allowed: 45 minutes.

(ii) **A practical computer-based test** to assess the applicants' aptitude with respect to the duties concerned (dealing with actual cases in the three specific fields mentioned on page 1) (60% of the final score).

The practical test will be marked out of 10 (pass mark: 5).

Time allowed: 4 hours.

\(^1\) Please note that applicants who cannot provide proof of relevant professional experience in the fields specified will be rejected.
Applicants may choose either French or English for the written and practical computer-based tests. Please note that applicants whose main language is French must sit the tests in English and those with English as their main language must choose French.

(iii) An interview with the Selection Committee to assess the applicants' ability to carry out the duties described above. The interview will also focus on the applicants' specialist knowledge and the desired skills listed in points 1(b) and (c).
The interview may take place on the same day as the written and practical tests, or on one of the following days.
The interview will be marked out of 20 (pass mark: 12).
The interview, written test and practical computer-based test will take place in Luxembourg.

After the tests and the interviews, the Selection Committee will draw up a reserve list in alphabetical order. The reserve list will contain the names of applicants who have attained the required minimum in the interview and tests (see points (i) and (ii)). Please note that inclusion on a reserve list does not guarantee recruitment.

Those applicants who are invited to sit the tests must submit, as soon as requested by the Selection Committee, all relevant supporting documents corresponding to the information entered on the application form, namely copies of diplomas, certificates and other supporting documents proving their knowledge and skills and clearly showing start and end dates, the function and exact nature of their duties, etc.

However, before signing a contract, the successful applicant for the post will have to submit all originals and certified copies of all relevant documents proving compliance with the eligibility criteria.

The reserve list will be valid for 12 months from the date it is drawn up, and may be extended at the discretion of the Translation Centre's Appointing Authority.

3. Recruitment:

Depending on the budgetary situation, selected applicants may be offered a three-year contract (renewable) in accordance with the Conditions of employment of other servants of the European Union. Subject to the level of confidentiality of the work carried out, the successful applicant may be required to apply for security clearance.

The successful applicant will be recruited to function group III. The basic monthly salary for grade 8 (step 1) is EUR 2 536.18. In addition to the basic salary, various allowances may be added, such as a household allowance, an expatriation allowance (16% of basic salary), etc.

In addition, before being appointed, the applicant must:
- have fulfilled any military service obligations imposed by law;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)\(^2\);
- undergo a medical examination carried out by the Translation Centre's medical officers in order to satisfy the requirements of Article 28(e) of the Staff Regulations of Officials of the European Union.

4. Application Procedure:

Interested applicants must complete their online application before expiry of the deadline.

We strongly advise you not to wait until the last few days to apply. Experience has shown that the system may become overloaded nearer to the closing date for applications, which may make it difficult to apply in time.

Equal Opportunities

\(^2\) Applicants must provide an official certificate confirming that they do not have a criminal record.
The Translation Centre is an equal opportunities employer and accepts applications irrespective of age, race, political, philosophical or religious conviction, gender or sexual orientation, disability, marital status or family situation.

INDEPENDENCE AND DECLARATION OF INTEREST

The jobholder will be required to make a declaration of commitment to act independently in the public interest and to declare any interests that might be considered detrimental to his/her independence.

5. GENERAL INFORMATION

REVIEW – APPEAL – COMPLAINTS

Applicants who consider that they have grounds for complaint concerning a particular decision may, at any point in the selection procedure, request further details regarding said decision from the Chair of the Selection Committee, instigate an appeal procedure or file a complaint with the European Ombudsman (see Annex 1).

REQUESTS FROM APPLICANTS FOR ACCESS TO INFORMATION CONCERNING THEM

Applicants involved in selection procedures have the specific right of access to certain information concerning them directly and individually, as described below. Applicants who so request may in consequence be provided with supplementary information relating to their participation in the selection procedure. Applicants must send such requests in writing to the Chair of the Selection Committee. The answer will be sent within one month of receipt of the request. Requests will be dealt with taking account of the confidential nature of selection committee proceedings, in accordance with the Staff Regulations.

PROTECTION OF PERSONAL DATA

The Translation Centre, as the body responsible for organising the selection procedure, will ensure that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, in particular the confidentiality and security of such data.3

Please refer to the specific privacy statement.

---

ANNEX 1  REQUESTS FOR REVIEW – APPEAL PROCEDURES – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to selection procedures, please note that all the proceedings are covered by the confidentiality requirement laid down in the Staff Regulations. If at any stage of this selection procedure applicants consider that their interests have been prejudiced by a particular decision, they may take the following action:

I. REQUESTS FOR FURTHER INFORMATION OR FOR REVIEW

➢ Send a letter requesting further information or a review, and stating their case, to:

The Chair of the Selection Committee CDT-ACIII-2016/01

Office 3079
Translation Centre
12E, rue Guillaume Kroll
L-1882 Luxembourg

within 10 days of the date of dispatch of the letter informing them of the decision. The Selection Committee will reply as soon as possible.

II. APPEAL PROCEDURES

➢ Lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, at the following address:

The Authority Empowered to Conclude Contracts of Employment Ref.: CDT-ACIII-2016/01

Office 3079
Translation Centre
12E, rue Guillaume Kroll
L-1882 Luxembourg

The time limits for initiating these two types of procedures starts to run from the date on which applicants are notified of the act allegedly prejudicing their interests (see the Staff Regulations as amended by Council Regulation (EC, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287, 29.10.2013, p. 15 – http://eur-lex.europa.eu/oej/direct-access.html?locale=en)

Please note that the Authority Empowered to Conclude Contracts of Employment does not have the power to amend the decisions of a Selection Committee. The Court of Justice has consistently held that the wide discretion enjoyed by selection committees is not subject to review by the Court unless the rules which govern the proceedings of selection committees have clearly been infringed.

III. COMPLAINTS TO THE EUROPEAN OMBUDSMAN

➢ Lodge a complaint, as is the right of all citizens of the European Union, with the:

European Ombudsman
1 avenue du Président-Robert-Schuman – BP 403
F-67001 Strasbourg Cedex

pursuant to Article 228(1) of the Treaty on the Functioning of the European Union and in accordance with the conditions laid down in the Decision of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman’s duties (94/262/ECSC, EC, Euratom) (OJ L 113, 4.5.1994, p. 15).

Please note that complaints made to the Ombudsman have no suspensive effect on the period laid down in Article 90(2) and Article 91 of the Staff Regulations for lodging complaints or for submitting appeals to the European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Please also note that pursuant to Article 2(4) of the Decision of the Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman’s duties (94/262/CECA, CE, Euratom), any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the bodies concerned.