



The Director

Project Manager / Product owner CDT-AD5-2025/02

GRADE:	AD5
DEPARTMENT:	FINANCE AND FACILITIES DEPARTEMENT
PLACE OF EMPLOYMENT:	LUXEMBOURG

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. Since its establishment, the Centre's workload has increased considerably, and it now employs around 200 staff.

1. Background

To meet the needs of the **Finance and Facilities Department**, and in particular of the Finance and Strategic Planning Section, Project Management Office group, the Translation Centre is organising a selection procedure to establish a reserve list for the recruitment of temporary staff members under Article 2(f) of the Conditions of Employment of Other Servants of the European Union ¹.

Being a fully self-financed organisation, we are looking for a dynamic, client-oriented profile with open mind awareness and the ability to improve processes and increase efficiency. The selected candidate will primarily manage IT-related projects, including the enhancement of existing tools and workflows, automation of processes, and the development of new tools in fields such as language technology, artificial intelligence, human resources, and finance. We are looking for a professional who can contribute innovative and implementable ideas, work effectively in team, and has a solid understanding of modern tools and technologies.

2. Selection criteria:

To be eligible to take part in this selection procedure, the applicant must, on 31/03/2025, the closing date for applications, meet the following requirements:

a) ELIGIBILITY CRITERIA:

- be a national of one of the Member States of the European Union;

¹ The same reserve list may be used for the recruitment of temporary staff under Article 2(b) and Members of the contract staff under article 3 (a) of the Conditions of Employment of Other Servants of the European Union. Internal staff members employed as temporary staff under Article 2(f) of CEOS (function group AD) can use this publication to apply as a means of internal publication.

- have a level of education which corresponds to completed university studies of at least three years attested by a diploma²;
- language skills: thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another official language of the European Union to the extent necessary for the performance of the duties.

b) ESSENTIAL TECHNICAL COMPETENCES:

- Professional experience in carrying out project management and/or business analysis tasks;
- Sound knowledge of Project Management processes and the Agile software development lifecycle;
- Good knowledge of English or French (at level at least B2³).

c) DESIRABLE COMPETENCES:

- Knowledge and experience in PM² agile methodology;
- Knowledge of IT management systems and environment;
- Knowledge and experience in Scrum product owner tasks;
- Knowledge and experience on the software lifecycle management;
- Ability to draft requirements across various domains with a focus on IT, AI and/or translation technologies;
- Advanced digital skills and AI literacy.

d) ESSENTIAL NON-TECHNICAL COMPETENCES:

CdT's Core Values, listed below, are essential to our organisation's success. Applicants are expected to embrace the values and incorporate them in day-to-day behaviour.

- 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;

² Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalent certificates issued by authorities in the said Member States shall be taken into consideration.

³ Level defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

- 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.

These skills will be assessed during the written test and the interview (see point 3b (1) and (2) below).

3. Selection procedure:

a) PRE-SELECTION STAGE:

The pre-selection stage will be carried out in two parts:

- the first part will be based on the above-mentioned eligibility criteria (point 2(a)), and is intended to establish whether the applicant meets 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;
- the second part will take into consideration professional experience and other points indicated under 'Essential technical competences' and 'Desirable competences' (points 2(b), (c)). This part will be marked on a scale from 0 to 20 (pass mark: 12).

The Selection Committee will invite for a written test and an interview the 10 applicants who pass the pre-selection stage and obtain the best marks.

b) SELECTION STAGE:

The selection stage will follow the procedure described below. It will consist of two tests:

1. A written test (in English or in French) consisting of:

- questions to assess applicants' knowledge in the field of the post advertised.

Duration: 1 hour and 30 minutes.

The written test will be marked out of 20 (pass mark: 12).

Applicants may choose either French or English for the written test. 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.

The test will be held online. Applicants invited to sit the written test will receive all the relevant information in due course.

2. An interview with the selection committee:

Organised to assess applicants' suitability to carry out the duties described above. The interview will also focus on applicants' specialist knowledge and the desired skills listed in point 2 and Annex 1 below.

The interview will be performed on-line and may take place on the same day as the written test, or at a later date, depending on the prior decision of the Selection Committee.

The interview will be conducted mainly in English. Knowledge of other languages may also be tested on the basis of the applicant's declarations on linguistic competence.

Interview duration: about 40 minutes.

The interview will be marked out of 20 (pass mark: 12).

As a result of the interview and test, the Selection Committee shall draw up a report on the results of the procedure including observations on the candidates and a reserve list of the successful applicants in order of merit. A final decision will be made by the Director, who may decide to organise an additional round of interviews with candidates, in person, before taking the final decision.

Please note that inclusion on a reserve list does not guarantee recruitment.

Applicants invited to take the written test and to attend the interview must, before the day of the interview, provide relevant supporting documents corresponding to the information entered on the application form, namely copies of diplomas, certificates and other documents attesting to their professional experience and clearly showing start and end dates, the position held, the exact nature of their duties, etc. If the tests are held remotely, applicants will send copies of the supporting documents requested above by email to: E-Selection@cdt.europa.eu

Before any contract is signed, successful candidates must, however, submit the originals and certified true copies of all relevant documents to prove that they meet the eligibility criteria.

The reserve list will be valid until the end of the year of its establishment and may be extended at the discretion of the Translation Centre's authority empowered to conclude contracts of employment.

4. Recruitment:

Depending on the budgetary situation, successful 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 selected applicant may be required to apply for security clearance.

The selected applicants will be recruited in the function group/grade AD5. The basic monthly salary for the grade AD5 (step 1) is EUR 5 905,36. In addition to the basic salary, members of staff may be entitled to various allowances, such as a household allowance, an expatriation allowance (16% of basic salary), etc.

In addition, in order to be eligible and before being appointed, the selected applicant must:

- have fulfilled any obligations imposed on them by the law concerning military service;

- meet the character requirements for the duties involved (enjoy full rights as a citizen)⁴;
- undergo a medical examination arranged by the Translation Centre in order to satisfy the requirements of Article 12 (2) of Conditions of Employment of Other Servants of the European Union.

5. Application Procedure:

Interested applicants should complete their online application through Systal (https://aa251.referrals.selectminds.com/?lset=en_US) within the deadline.

We strongly advise applicants not to wait until the last few days to apply. Experience has shown that the system may become overloaded closer to the closing date for applications. It may therefore prove difficult to apply in time.

In case of questions, please contact the Human Resources section at E-Selection@cdt.europa.eu.

EQUAL OPPORTUNITIES

The Translation Centre is an equal opportunities employer and employs applicants irrespective of age, race, political, philosophical or religious convictions, gender or sexual orientation, handicap, 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 make a declaration in relation to any interests that might be considered prejudicial to his/her independence.

6. 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 I).

REQUESTS FROM CANDIDATES FOR ACCESS TO INFORMATION CONCERNING THEM

Applicants involved in a selection procedure have the specific right of access to certain information concerning them directly and individually. Applicants who so request may accordingly 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 within a month of being notified of their results in the selection procedure. The answer will be sent within one month. Requests will be dealt with

⁴ Applicants must provide an official certificate confirming that they do not have a criminal record.

taking account of the confidential nature of the Selection Committee proceedings under 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 (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39). This applies in particular to the confidentiality and security of such data.

Candidates have the right to have recourse at any time to the European Data Protection Supervisor (edps@edps.europa.eu).

Please see the [specific privacy notice](#).

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

Since the Staff Regulations apply to selection procedures, please note that all proceedings are confidential. 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 your case to:
For the attention of the Chair of the Selection Committee CDT-AD5-2025/02
Translation Centre
Bâtiment Technopolis Gasperich
Office 3077
12 E, rue Guillaume Kroll
L-1882 Luxembourg

within 10 calendar days of the date of dispatch of the letter informing them of the decision. The Selection Committee will send a 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:
For the attention of the Authority authorised to conclude contracts of employment CDT-AD5-2025/02
Translation Centre
Bâtiment Technopolis Gasperich
Office 3077
12 E, rue Guillaume Kroll
L-1882 Luxembourg

The time limits for initiating these two types of procedure (see Staff Regulations as amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ L 287 of 29.10.2013, p.15 – <http://eur-lex.europa.eu/homepage.html>) start to run from the time applicants are notified of the act allegedly prejudicing their interests.

Please note that the Authority authorised to conclude contracts of employment does not have the power to amend the decisions of a Selection Committee. The Court 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

➤ Applicants can make a complaint to the:

European Ombudsman

1 avenue du Président-Robert-Schuman – CS 30403
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 Decision 94/262/ECSC, EC, Euratom of the European Parliament of 9 March 1994 on the regulations and general conditions governing the performance of the Ombudsman's duties (OL L 113 of 4 May 1994, p. 15).

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

ANNEX 1: JOB DESCRIPTION

Reporting directly to the Head of the Finance and Strategic Planning Section, the selected candidate will be responsible for performing the following tasks:

EXECUTION & CONTROL

Project Management

Day-to-day management of the projects:

- Receives and manages requests to develop or upgrade existing non-project applications, or to set up new projects;
- Works closely with internal and external stakeholders, partners, suppliers and customers to gather and analyse their needs and requirements;
- Estimates project costs, defines priorities, workplans and decisions based on strategic orientations, regulatory requirements and the available resources, aligning with the Centre's project portfolio;
- Ensure that the project objectives are clearly defined and understood by all stakeholders;
- Analyses requirements, draws up functional specifications such as user stories and creates interface mock-ups to illustrate system design and user experience;
- Ensures compliance with specifications, deadlines, budget and quality standards within the framework defined by the product owner and in coordination with the IT Department or suppliers;
- Ensures that deliverables meet initial expectations, drafts test cases and user guides, oversees acceptance testing, and identifies, prioritises and manages risks/issues and their resolution across projects;
- Provides training and support to all stakeholders on deliverables, IT systems and related technological tools used by the Centre;
- Supports the Head of the Finance and Strategic Planning Section with administrative and follow-up activities, strategic business development by identifying new opportunities, forming partnerships, and delivering added value to the Centre.

Change management

- Assesses current processes and identifies opportunities for improvement or corrective maintenance of the Centre's information system;
- Manages changes, particularly during reorganisations, mergers and major IT migrations;
- Ensures that the impact of changes on various functions of the Centre and applications is thoroughly considered and effectively managed;
- Conducts technology and market monitoring taking into account the strategic objectives and core business of the Centre;

Portfolio management

- Contributes to the development and management of the project portfolio together with other PMO members;
- Allocates resources and negotiates project priorities in agreement with the Head of the Finance and Strategic Planning Section and the Management of the Translation Centre.