



Luxembourg, AUG 19 2016

REF.: **CDT-AD8-2016/01**
HEAD OF THE BUDGETARY AND STRATEGIC
PLANNING SECTION

GRADE: AD 8 (TEMPORARY AGENT 2F)
DEPARTMENT: ADMINISTRATION DEPARTMENT
PLACE OF EMPLOYMENT: LUXEMBOURG

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

In accordance with Article 11 of the General implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the Conditions of employment of other servants of the European Union (CEOS), the Translation Centre is organising a selection procedure to establish a reserve list for the recruitment of Head of the Budgetary and Strategic Planning Section.

The Administration Department consists of about 31 people. The Budgetary and Strategic Planning Section consists of six people. This section prepares and follows-up the implementation of the Centre's Strategy, budget, programming document, annual work programme and annual activity report. Specifically, it is involved in:

- Budgetary and financial management.
- Budgetary execution and financial verification.
- Strategic planning.
- Audit, internal control and risk management.
- Quality management.

NATURE OF THE TASKS

Reporting directly to the Head of the Administration Department, the selected candidate will be responsible for performing the following tasks:

1. **Budgetary and financial management**

Prepare budgets; provide monthly, quarterly and annual budget reports; provide robust financial advice and analysis.

2. **Budgetary execution and financial verification**

Coordinate the preparation and the monitoring of budgetary execution; supervise the financial verification activities and the preparation of reports with regard to ex-ante and ex-post verifications.

3. **Strategic planning**

Assist in developing and implementing the Centre's Strategy; provide methodological support and coordinate the activities for the preparation of the Centre's programming document, annual work programme and annual activity report.

4. Audit, internal control and risk management

Coordinate the management, performance and effectiveness reviews and prepare appropriate related reporting; ensure the effective performance of quality audits; coordinate and monitor the implementation of the action plans to implement audit recommendations; coordinate and monitor the implementation of internal controls; coordinate and monitor risk management exercises in the Centre.

5. Quality management

Coordinate the implementation of a quality management system at the Centre and in particular support business owners in keeping the Centre's process model up to date and in overseeing documentation of the relevant processes and procedures to ensure they fit the defined process model. Make proposals to improve the Centre's quality management system and coordinate the effective update of the Centre's quality management system.

6. Management of the section

Identify and set the section's objectives; act to ensure a good working atmosphere within the team, with staff motivated to achieve the expected goals of the section; organise and distribute work among staff; be a leader who constantly motivates staff and maximises their potential; decide on training needs and assist in the appraisal of team members; create a well organised and efficient section run by competent, satisfied and productive staff.

7. Inter-institutional relations

Attend meetings or external conferences as the Centre's representative in inter-institutional activities associated with budgetary and financial management, budgetary execution and financial verification, strategic planning, audit, internal control, risk management and quality management.

1. SELECTION CRITERIA

To be eligible to take part in this selection procedure, the applicant must, on SEP 16 2016, the closing date for online applications, meet the following requirements:

a) ELIGIBILITY CRITERIA:

- be a national of one of the Member States of the European Union;
 - qualifications: a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more,
- or
- a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years;
 - professional experience: since obtaining the above-mentioned qualifications and professional experience, applicants must have at least nine years' full-time professional experience, of which at least five years' full-time managerial experience in domains concerned by this publication;
 - knowledge of languages: thorough knowledge of one of the languages of the European Union and satisfactory knowledge of another language of the European Union to the extent necessary for the performance of the duties;

b) Professional experience and technical skills required:

- Experience in budget and financial management;
- Experience in strategic planning, audit and quality management;
- Sound knowledge of risk management, process management and implementation of Key Performance Indicators (KPI);
- Thorough understanding of financial and administrative rules and procedures;
- Experience in team management.

c) Desirable Skills:

- Experience related to the management of ABB/ABM/ABC tools;
- Proficient in English and French (both written and oral) which are the working languages of the Centre;
- Thorough understanding of EU financial and administrative procedures.

d) PERSONAL SKILLS REQUIRED:

- Communication skills: ability to interact with staff at all levels in a multicultural environment; very good drafting skills; ability to devise and implement ideas; ability to chair meetings; good negotiation skills; must be client and service-oriented;
- Organisational skills: ability to assess the importance of different tasks or requests and to set priorities; analytical mind; ability to coordinate multiple activities; must be methodical, organised and able to take initiatives; ability to multi-task;
- Management skills: ability to motivate a team and to encourage it to achieve set goals; ability to develop individual potential;
- Sense of responsibility: considerable rigour and a desire for excellence; discretion; confidentiality; availability; desire to achieve goals in full respect of priorities set; and ability to take final responsibility for the team's actions;
- Flexibility: open minded; ability to work under pressure; willing to take on new tasks and to develop own skills;
- Leadership skills: ability to inspire others and win their confidence; ability to listen to others; win staff support with regard to the Section's mission and objectives; foster continuous feedback; delegate tasks and supervise.

These skills will be assessed during the oral test (point 2.b below).

2. SELECTION PROCEDURE

a) PRESELECTION STAGE

The preselection stage will be carried out in two parts:

- The first will be based on the above-mentioned "eligibility criteria" (point 1.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 comply will be rejected.
- The second part will take into consideration professional experience and other points indicated under "Professional experience and technical skills required" (point 1. b) and "Desirable skills" (point 1.c).

This part will be marked on a scale from 0 to 20 (pass mark: 12).

The 10 applicants who have obtained the best marks in the second part of the preselection stage will be invited by the Selection Committee for a written test and an oral test.

b) SELECTION STAGE

The selection stage follows the procedure described below. It will be carried out in two parts:

- (i) A written test (in English or French) consisting of the following:
- 12 multiple-choice questions to assess applicants' knowledge in the areas of budget and financial management and strategy and audit management. Time allowed: 20 minutes.
 - A case study to assess applicants' ability to draft, their analytical skills and knowledge of one of the activities relating to budget and financial management. Time allowed: 1 hour and 30 minutes.

The written test will be marked out of 20: 6 points for the multiple-choice test on budget and financial management and strategy and audit management and 14 points for the case study (aggregate pass mark: 12).

Candidates may choose either French or English for the written test. Please note that candidates whose main language is French must sit the written test in English and those for whom English is the main language must opt for French.

- (ii) An oral test with the Selection Committee to assess applicants' suitability for carrying out the duties described above. The oral test will also focus on applicants' specialist knowledge and the skills listed in points 1(b), 1(c) and 1(d). The oral test will take place on the same day as the written test or one of the following day(s). Time allowed: 45 minutes.

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

The tests will take place in Luxembourg.

After the tests, the Selection Committee will draw up a reserve list in alphabetical order. The applicants who have attained the required minimum (see (i) to (ii) above) in the two tests will be put on the reserve list. Applicants should note that inclusion on a reserve list does not guarantee recruitment.

Those applicants who are invited to tests must submit, on the day of the oral test, all relevant supporting documents corresponding to the information entered on the application form, i.e. copies of diplomas, certificates and other supporting documents proving their professional experience and clearly showing start and end dates, the position and exact nature of their duties, etc.

Nonetheless, prior to the signing of a contract, the successful applicant will have to provide the originals and certified copies of all relevant documents proving eligibility criteria.

The reserve list will be valid for 12 months from the date of its establishment and may be extended at the discretion of the Translation Centre's Authority Empowered to Conclude Contracts of Employments.

3. RECRUITMENT

Depending on the budgetary situation, successful applicants may be offered a three-year contract (renewable) in accordance with the Conditions of employment of others 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 successful applicant will be recruited in the function group AD, grade 8. The basic monthly salary for the grade (step 1) is EUR 6 502,76. 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 the basic salary), etc.

In addition, in order to be eligible and 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)¹;
- undergo a medical examination planned by the Translation Centre in order to satisfy the requirements of Article 28(e) of the Staff Regulations of Officials of the European Union.

4. APPLICATION PROCEDURE

Applicants interested in this post 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 near the closing date for applications. It may therefore prove difficult to apply in time.

EQUAL OPPORTUNITIES

The Translation Centre is an equal opportunities employer and accepts applications without distinction on the grounds of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, 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.

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 this 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 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 (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 (Official Journal of the European Union, L8 of 12.1.2001). This applies in particular to the confidentiality and security of such data.

Please see the specific privacy notice.

¹ Applicants must provide an official certificate confirming that they do not have a criminal record.

ANNEX 1 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-AD8-2016/01
Translation Centre
Bâtiment Drosbach
Office 3075
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 Empowered to conclude Contracts of Employment (Ref.: CDT-AD8-2016/01)
Translation Centre
Bâtiment Drosbach
Office 3075
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/oj/direct-access.html?locale=en>) start to run from the time applicants are notified of the act allegedly prejudicing their interests.

Please note that the Authority Empowered to Conclude Contract 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

- Like all citizens of the European Union, applicants can make a complaint to 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 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 European Union Civil Service Tribunal under Article 270 of the Treaty on the Functioning of the European Union. Please note also 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.