



Luxembourg, 09.07.2021

REF.: CDT-AD8-2021/02
HEAD OF THE FACILITIES AND SECURITY SECTION (M/F)

GRADE: AD 8
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 various bodies of the European Union. It is based in Luxembourg. The Centre's workload has increased considerably since it was set up, and it now employs about 220 staff.

In order to meet the needs of the **Administration Department**, and in particular the 'Facilities and Security' Section, the Translation Centre is organising a selection procedure with a view to drawing up a reserve list containing a maximum of 10 candidates for the recruitment of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants of the European Union¹.

TASKS

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

1. Management of the section: drawing up the work programme and activity report for the group; identifying and setting group objectives within an annual work plan; making the necessary arrangements to ensure a good working environment within the team so that it is ready to achieve the expected service objectives; organising and allocating work among staff employed to carry out tasks, exercising leadership to encourage and sustain motivation, providing mentoring to maximise potential, establishing training needs and participating in the appraisal of members of the team in order to develop an efficient organisation and a workforce which is competent, happy and effective when performing the section's tasks.
2. Management of security and logistics projects and processes: ensuring the implementation of security and logistics activities in accordance with the established principles for managing projects and processes:
 - Business continuity management: ensuring the coordination of the Centre's business continuity plan. Advising management in respect of the implementation of the continuity plan.
 - Security management: assuming the role of 'Security Officer', carrying out market research in the field of security, keeping up with technological developments and making the necessary improvements in order to ensure a level which is at least equal to the market standard. Advising management in this field.
 - Management of the EMAS model: analysing needs, identifying and involving stakeholders in sustainable development.
 - Internal project management: analysing needs, identifying and involving stakeholders, drafting functional specifications, ensuring the implementation, monitoring and coordination of materials, supplies and services in order to provide Centre staff with effective resources.

¹ The same reserve list may be used to recruit the temporary staff referred to in Article 2(b) of the Conditions of Employment of Other Servants of the European Union.

3. Analysis and advice: advising and providing guidance to the Director's office, heads of departments and section heads on security and logistics policy.
4. Budgetary management: forecast, estimate, prepare and monitor the budget for security and logistics expenditure in order to identify the Centre's future needs and respect the budgetary execution limits, in accordance with the principle of sound financial management.
5. Internal communication with regard to security and logistics: providing clear information to staff and management on logistics and security issues, in particular by means of the intranet or ad hoc meetings, in order to communicate relevant information in the field, as well as progress made and results of the activities carried out by the section.
6. Interinstitutional relations: attend meetings or conferences to represent the Centre in interinstitutional activities related to logistics and security, and take part in information exchanges aiming to rationalise resources and harmonise working methods, so as to benefit from the experience of other organisations or units; assist the head of department in responding to the ad hoc requests of the Court of Auditors, the European Parliament or the internal auditor.

1. GENERAL REQUIREMENTS AND QUALIFICATIONS:

To be eligible to take part in this selection procedure, the applicant must, on **06.08.2021**, the closing date for applications, meet the following conditions:

a) ELIGIBILITY CRITERIA:

- be a national of a Member State of the European Union;
 - have a level of education which corresponds to completed university studies of at least 4 years, attested by a diploma²;
- or**
- have a level of education which corresponds to completed university studies attested by a diploma, and appropriate professional experience of at least one year where the normal duration of the said studies is at least three years;
 - have at least nine years of professional experience, gained after obtaining the diploma certifying completion of the above required level of study;
 - 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) SPECIFIC REQUIREMENTS:

- At least five years of relevant professional experience acquired in an institution or body of the European Union in the areas that are relevant to the post.
- At least one year of professional experience in a full-time management position.
- Professional experience in managing business continuity in the EMAS model.
- Theoretical and practical knowledge of building surveillance and protection systems.
- Theoretical and practical knowledge of the rules and regulations on health and safety, ergonomics and accident prevention.

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

- Theoretical and practical knowledge of procurement procedures, budget procedures and the financial regulation.
- Theoretical and practical knowledge in the field of building infrastructure.
- Theoretical and practical knowledge in the field of data encryption.
- Very good knowledge of French and English (level B2³ at least).
- Knowledge of any other official EU language is considered an asset.

Candidates must possess SECRET UE/EU SECRET security clearance, granting access to classified documents, or will have to undergo the relevant safety investigation upon recruitment.

c) ESSENTIAL NON-TECHNICAL SKILLS:

- Communication: comfortable interacting at all hierarchical levels and in a multicultural environment, excellent writing ability, conceptual and formulation skills; ability to run meetings, negotiation skills.
- Organisation: ability to judge the importance of different tasks/requests and establish priorities, global thinking, ability to coordinate multiple activities, methodical approach and ability to take initiative, versatility.
- Leadership: ability to inspire, empower and build trust in others, excellent listening skills, ability to secure the commitment of everyone to the mission and its objectives and foster a climate of continuous feedback, skilled at delegation and supervision.
- Management: ability to motivate a team, encourage it to achieve set goals and develop individual potential.
- Responsibility: highly rigorous and passionate about excellence, discretion, respect for confidentiality, availability, willingness to achieve objectives whilst respecting pre-defined priorities, ability to take ultimate responsibility for the team's actions.
- Adaptability: open-mindedness, ability to work under pressure, willingness to take on new tasks and to develop.

2. SELECTION PROCEDURE:

a) PRE-SELECTION STAGE:

The pre-selection stage will be in two parts:

- The first part will be based on the above-mentioned 'eligibility criteria' (point 1(a)) and aims to establish whether the applicant meets all the mandatory eligibility criteria and all the formal requirements laid down in the application procedure. Applicants who do not meet these requirements will be rejected.
- The second part will take account of professional experience and other aspects mentioned in point 1(b), 'Specific requirements'. This stage will be marked on a scale from 0 to 20 (pass mark: 12).

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

The selection committee will invite the 10 applicants who have passed the pre-selection stage and achieved the highest scores to take a written test and attend an interview.

b) SELECTION STAGE:

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

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

- a multiple-choice questionnaire (15 questions) to assess applicants' knowledge in the field of the post advertised.

Duration: 30 minutes.

- a case study to assess applicants' written skills, analytical skills and skills in the field of the post advertised.

Duration: 1 hour and 30 minutes.

The written test will be marked out of 20, distributed as follows: the multiple-choice questionnaire will account for 8 points and the case study will account for 12 points (total 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.

(ii) An interview with the selection committee, in order 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 points 1(b) and (c).

The interview may take place on the same day as the written test, or on one of the following days.

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).

The tests will be held in Luxembourg. In the event of force majeure, the tests will be held remotely. Applicants invited to sit the tests will receive all the relevant information in due course.

After the written test and the interview have been marked, the selection committee will draw up a reserve list of the successful applicants in alphabetical order. Successful applicants will be those who have achieved the total pass mark required in the written test and the pass mark in the interview (see points (i) and (ii)).

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, on 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 may send a copy 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 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 employment.

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. If the level of confidentiality of the work carried out so requires, the selected candidate may need to request security clearance.

The successful candidate will be recruited to Function Group/Grade AD8. The basic monthly salary for grade AD8 (step 1) is EUR 7 122.21⁴. In addition to the basic salary, staff members may be entitled to various allowances, such as a household allowance, an expatriation allowance (16 % of the basic salary), etc.

Furthermore, to be eligible, and prior to appointment, the selected candidate must:

- have fulfilled any obligations under the law governing military service;
- meet the character requirements for the duties involved (enjoy full rights as a citizen)⁵;
- undergo a medical examination as requested by the Translation Centre in compliance with the provisions of Article 12(2) of the Conditions of employment of other servants of the European Union.

4. APPLICATION PROCEDURE:

Interested applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?lset=en_US) before the deadline.

Applicants must also attach to their application in Systal an electronic version of the documents proving they meet the eligibility criteria. Please note that failure to submit these documents will result in your application being rejected.

Before submitting the application form, applicants must check that they meet all of the eligibility criteria listed in the vacancy notice, especially in terms of qualifications and relevant professional experience.

We strongly advise you not to wait until the last few days to apply. Experience has shown that the system can become overloaded as the deadline approaches, making it difficult to submit the application in time.

EQUAL OPPORTUNITIES

The Translation Centre is an equal opportunities employer and accepts applications irrespective of age, race, political, philosophical or religious conviction, gender or sexual orientation and regardless of disabilities, marital status or family situation.

⁴ Basic monthly salary valid from 1 July 2020. In addition to this basic monthly salary, temporary agents may be eligible for various allowances depending on their personal situation.

⁵ Applicants must provide an official certificate confirming that they do not have a criminal record.

INDEPENDENCE AND DECLARATION OF INTEREST

The successful applicant will be required to make a declaration whereby he or she undertakes to act independently in the public interest, and also a declaration relating to any interest that might be construed as adversely affecting his or her independence.

5. GENERAL INFORMATION:**REVIEW – APPEAL – COMPLAINTS**

Applicants who consider that they have grounds for a complaint concerning a particular decision may, at any point in the selection procedure, request further details regarding that 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 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. By virtue of that right, supplementary information concerning their participation in the selection procedure may be supplied to applicants on request. Applicants must submit their request in writing to the Chair of the selection committee within one month of notification of the results obtained in the course of the selection procedure. They will receive a reply within one month. 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 is processed in accordance with Regulation (EU) No 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 2018 L 295, p. 39). This applies in particular to the confidentiality and security of such data.

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

Please see the [specific privacy notice](#)

ANNEX 1 REQUEST FOR REVIEW – APPEAL PROCEDURE – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

The Staff Regulations are applicable to selection procedures and, therefore, all procedures are confidential. If, at any time during the selection procedure, applicants believe that their interests have been prejudiced by a particular decision, they have the following means at their disposal:

I. REQUESTS FOR FURTHER INFORMATION OR FOR REVIEW

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

The Chair of the selection committee CDT-AD8-2021/02

Translation Centre
Bâtiment Technopolis Gasperich
Office 3077
12E, rue Guillaume Kroll
L-1882 Luxembourg

within 10 calendar days of the date of dispatch of the letter informing you of the decision. The selection committee will respond 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
CDT-AD8-2021/02**

Translation Centre
Bâtiment Technopolis Gasperich
Office 3077
12E, rue Guillaume Kroll
L-1882 Luxembourg

For these two types of procedure, the deadlines specified by the Staff Regulations as amended by Council Regulation (EC, Euratom) No 1023/2013 of the European Parliament and of the Council (OJ 2013 L 287, p. 5 – <https://eur-lex.europa.eu/oj/direct-access.html?locale=fr>) start to run from the date on which applicants are notified of the act allegedly prejudicing their interests.

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

Applicants may address their complaint to:

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 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.