



REF. : **CDT-AST3-2024-03**
Linux and Databases Administrator

GRADE: **AST3**

DEPARTMENT: **IT Department**

PLACE OF EMPLOYMENT: **Luxembourg**

The Translation Centre for the Bodies of the European Union (the 'Translation Centre') was established in 1994 to provide translation services for the various bodies of the European Union. It is based in Luxembourg. Since its creation, the Centre's workload has increased significantly and it now employs around 200 people.

To meet the needs of the IT Department, and in particular the Infrastructure Section, the Translation Centre is running a selection procedure in order to draw up a reserve list for the recruitment of temporary agents in accordance with Article 2(f) of the Conditions of Employment of Other Servants of the European Union¹, for the role of Linux and Docker Administrator.

The Centre has developed knowledge and a set of software solutions in the field of highly integrated translation workflows and specific machine translation solutions. Most of its applications currently run on Windows. They are currently being transported to a solution that can be run on Linux containers. Taking into account developments in the virtualisation and containerisation market, the Centre wishes to invest in Linux/Docker Swarm architecture to make its applications portable and reduce its exposure to conventional virtualisation solutions.

The database (mainly Oracle) and machine learning environments are hosted on Linux.

The Centre has also deployed some services on the Azure and AWS cloud environments.

¹ The same reserve list may be used for the recruitment of temporary agents referred to in Article 2(b), and for the recruitment of contract agents under Article 3(a) of the Conditions of Employment of Other Servants of the European Union. Internal staff employed as temporary agents under Article 2(f) of the CEOS (function group AST) may use this publication as an internal means of publication.

NATURE OF THE TASKS

Reporting directly to the Head of the Infrastructure Section, the successful applicant will be responsible for the following tasks:

- a) Administration of Linux systems: installation and configuration of servers; maintenance (patches, upgrade, user and security management); management of monitoring probes (Icinga2) and log collection (Fluentbeat, Splunk UF); infrastructure-level administration of hosted products (SDL WorldServer, Docker, etc.);
- b) Administration of containerised Docker Swarm environments: installation, configuration, maintenance of Docker Swarm clusters; management of the deployment cycle of containerised products;
- c) Database administration: assisting the main DBA in deploying new versions of applications in the various environments (development, integration, acceptance, production) and monitoring the deployment cycle; monitoring database activity and taking preventive and corrective actions; monitoring and optimising database performance; patching and upgrading; managing backups;
- d) Documentation and training: preparing technical documentation and user manuals and providing training on the Translation Centre's IT environment.

A. Selection criteria

To be eligible to take part in this selection procedure, the applicant must meet the conditions listed below on **26.09.2024**, the closing date for applications.

(1) ELIGIBILITY CRITERIA

- Be a national of a Member State of the European Union.

Qualifications and professional experience:

- a level of post-secondary education corresponding to **at least 2 years of study** attested by a diploma², followed by **at least 3 years** of professional experience relevant to the duties described in this procedure,

or

- secondary education attested by a diploma giving access to post-secondary education, followed by **at least 6 years** of professional experience relevant to the duties described in this procedure.

- Language knowledge: an in-depth knowledge of one of the languages of the European Union (at least level C1), and a satisfactory knowledge of another official language of the European Union, to the level necessary for carrying out the required duties (at least level B2)³.

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.

³ Levels defined according to the Common European Framework of Reference for Languages (CEFR).

(2) ESSENTIAL TECHNICAL SKILLS

- Professional experience in the administration of Linux servers (Redhat or CentOS or Ubuntu or Debian), with proven experience of at least 1 year.
- Professional experience of the Docker containerisation solution, with proven experience of at least 1 year.
- Professional experience in shell/bash and Python scripting.
- Professional experience in drafting technical documentation.
- Knowledge of English (B2 level).

(3) DESIRABLE TECHNICAL SKILLS

- Knowledge of the Docker Swarm solution
- Knowledge of the Ansible solution
- Knowledge of using the GitLab product
- Experience in using relational databases
- Knowledge of information system security practices
- Knowledge of French (at least A2 level)

(4) NON-TECHNICAL SKILLS

- Interpersonal skills: ability to work in a team, good people skills, ability to work in a multilingual environment.
- Sense of responsibility: discretion, respect for confidentiality, attention to detail, receptiveness, efficiency and punctuality.
- Organisational skills: ability to manage various tasks and to set priorities; methodical approach; sense of initiative; versatility.
- Adaptability: ability to assist others and to work under pressure, ability to learn and to adapt to new developments in the IT environment.

B. Selection procedure

(1) PRE-SELECTION STAGE

The pre-selection stage will take place in two phases:

- the first phase will be based on the above-mentioned eligibility criteria (point A (1)) and is designed to establish whether the applicant meets all the mandatory eligibility criteria and formal requirements laid down in the application procedure. Applicants who do not meet these requirements will be rejected;
- the second phase will take into account the applicant's professional experience and essential technical skills (point A(2)). This phase will be marked on a scale from 0 to 20 (pass mark: 12).

The selection committee will invite the 15 applicants who pass the pre-selection stage and obtain the best marks to the selection stage.

(2) SELECTION STAGE

The selection stage will take place in two phases:

(i) A written test (in English), which will consist of:

- a multiple-choice questionnaire to assess the candidates' competence in the fields mentioned in points A(2) and A(3).

Duration: 1 hour and 30 minutes.

The written test will be marked out of 20. The minimum score required for the written test is 12 points.

(ii) An interview with the selection committee to assess the candidates' ability to carry out the tasks described above. In addition, the interview will assess the candidates' specialist knowledge and their skills and abilities in the fields mentioned in points A(2) and A(3) and A(4).

Please note that only candidates who have obtained the minimum pass mark in the written test will be invited to an interview.

The interview will be held mainly in English. Knowledge of any other languages indicated by the candidates may also be tested.

The interview will last for around 40 minutes and will be scored out of 20 (minimum score required: 12).

The written test and the interview will take place in Luxembourg or remotely.

Candidates who are invited to sit the tests will receive all the relevant information at the relevant time.

After the written test and the interview have been marked, the selection committee will draw up a reserve list of the candidates selected in order of merit. To be successful, candidates will have achieved the minimum score required for the written test and the minimum score required for the interview (see points B(2)(i) and B(2)(ii)). Candidates should note that being included on the reserve list does not guarantee their recruitment.

On the day of the interview, candidates invited to the tests must submit the relevant supporting documents corresponding to the information given in the application form, namely proof of nationality, copies of any diplomas, certificates and other documents attesting to their qualifications and professional experience, clearly indicating the start and end dates, the position they had, the exact nature of their duties, etc. If the tests are held remotely, candidates may send a copy of these supporting documents by email to E-Selection@cdt.europa.eu.

Before drawing up the reserve list, the selection committee will examine the supporting documents of candidates who have passed the interview and the written test.

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

If, at any time during the selection or recruitment procedure, it is discovered that the information provided in an application has been knowingly falsified, the candidate will be disqualified.

Candidates will also be disqualified if they:

- do not fulfil all the eligibility criteria on the closing date for applications.
- do not provide the required supporting documents.

The reserve list will be valid until 31 December 2024 and may be extended at the discretion of the Translation Centre's appointing authority, authorised to conclude contracts of employment.

C. Recruitment

Depending on the budgetary situation, the selected candidates 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.

Successful candidates will be recruited in function group/grade AST3. The basic monthly salary for grade AST3 (step 1) is EUR 4 431.32. 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 their appointment, the selected candidate must:

- have fulfilled any obligations under the law governing military service;
- meet the character requirements for the duties involved (enjoy their full rights as a citizen)⁴;
- undergo a medical examination as requested by the Translation Centre in compliance with Article 12(2) of the Conditions of Employment of Other Servants of the European Union.

D. Application procedure

Interested applicants must complete their application online in Systal (https://aa251.referrals.selectminds.com/?lset=en_US) before 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 nearer to the closing date for applications, which may make it difficult to apply by the deadline.

Applicants must indicate their main language and their second language in their application. This information will be taken into account when determining the language for the written test.

EQUAL OPPORTUNITIES

The Translation Centre is an equal opportunities employer and recruits candidates 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 successful applicant will be required to make a declaration undertaking to act independently in the public interest, and a declaration relating to any interest that might be construed as adversely affecting their independence.

E. 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, lodge an appeal, or file a complaint with the European Ombudsman (see Annex 1).

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

REQUESTS FROM APPLICANTS FOR ACCESS TO INFORMATION CONCERNING THEM

Applicants involved in selection procedures have a 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 1 month of being notified of the results obtained in the selection procedure. They will receive a reply within 1 month. Requests will be dealt with in keeping with 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 to bring a case to the European Data Protection Supervisor at any time (edps@edps.europa.eu).

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

As the Staff Regulations apply to selection procedures, please note that all judicial proceedings are confidential. If, at any time during the selection procedure, you believe that your interests have been prejudiced by a particular decision, you have the following means at your disposal.

I. REQUESTS FOR FURTHER INFORMATION OR FOR REVIEW

- Send a letter requesting further information or a review, stating your reasons, to:

The Chair of the Selection Committee CDT-AST3-2024-03

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 you of the decision. The Selection Committee will reply as soon as possible.

II. HOW TO APPEAL

- Lodge a complaint under Article 90(2) of the Staff Regulations of Officials of the European Union, addressing it:

**For the attention of the Authority Empowered to Conclude Contracts of Employment
CDT-AST3-2024-03**

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

The time limit for bringing an appeal (see the Staff Regulations <https://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CONSLEG:1962R0031:20180101:FR:PDF>) starts to run from the date on which applicants are notified of the act allegedly adversely affecting their interests.

Applicants should 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 EU courts 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:

The European Ombudsman

1 Avenue du Président-Robert-Schuman – CS 30403
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 Regulation (EU, Euratom) 2021/1163 of the European Parliament of 24 June 2021 laying down the regulations and general conditions governing the performance of the Ombudsman's duties (Statute of the European Ombudsman) and repealing Decision 94/262/CECA, EC, Euratom (OJ L 253, 16 July 2021, p. 1–10).

Applicants should 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 Court of Justice of the European Union under Article 270 of the Treaty on the Functioning of the European Union. Applicants are also informed that, in accordance with Article 2(3) of Regulation (EU, Euratom) 2021/1163 of the European Parliament of 24 June 2021 laying down the regulations and general conditions governing the performance of the Ombudsman's duties (Statute of the European Ombudsman) and repealing Decision 94/262/CECA, EC, Euratom, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.