The Acting Director

Luxembourg, 06 May 2026

NOTICE OF INTERNAL COMPETITION

NO CDT/CI/2026/02

The Translation Centre is organising an internal competition, based on tests, to constitute a reserve list for permanent posts in the establishment plan (AD function group):

HEADS OF LANGUAGE SECTION

IN FUNCTION GROUP/GRADE:

AD 8

IN THE FOLLOWING DOMAIN:

LINGUISTIC SERVICES

The Translation Centre applies a policy of equal opportunities which, in accordance with the Staff Regulations, prohibits discrimination on any grounds such as gender, race, colour, ethnic or social origin, genetic features, language, religion or beliefs, political or other views, membership of a national minority, financial situation, birth, disability, age or sexual orientation. Any reference in this vacancy notice to a person of the male sex shall be deemed also to refer to a person of the female sex.

1. ELIGIBILITY

The competition is open to all applicants who, on the final date for receipt of applications, meet the following conditions:

A. GENERAL CONDITIONS

1. be an Official or a Temporary Agent of the Translation Centre as defined in Title 1 (General Provisions), Article 2 of the Conditions of Employment of Other Servants (CEOS);
2. have accrued at least one year of service at the Translation Centre as an official or a temporary agent. The following periods of time cannot be included when calculating the number of years of service:
   - leave on personal grounds, secondment outside the institutions or agencies at own request and unpaid leave;
3. have one of the following administrative statuses: 'active' employment, leave for military service, parental leave or family leave, 'secondment in the interests of the service' or 'seconded at own request', in accordance with Article 35 et seq. of the Staff Regulations;
4. Already be Official or Temporary Agent with an AD grade.

B. SPECIFIC CONDITIONS

1. Qualification

Applicants must have:

i) A level of education which corresponds to completed university studies of at least four years attested by a diploma.

or

ii) 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 is at least three years.

NB: The professional experience required under B.1 (ii) counts as part of your qualifications and may not be included in the number of years of professional experience required under 2 below.

2. Professional experience

Applicants must:

subsequent to having obtained the qualification required under B.1. i) or ii) and to having obtained the professional experience required under B.1. ii), have acquired at least nine years of professional experience, of which at least one year in the area of management acquired in a European Union institution or international organisation and of relevance to the duties in question[1] (see annex 1);

[1] This includes line management experience and coordination roles with people management

- very good knowledge of the general management and core business of the Translation Centre as well as understanding of the services underlying and supporting the translation process.

SELECTION CRITERIA

3. Essential selection criteria:

- An excellent command of English (level C1 or above) and very good command of French (level B2 or above);
- A good level of computer literacy and ability to learn new tools and systems;
- Keen interest in new technologies and ability to think creatively;
- Experience in (or the potential to) managing people and a team; experience in building and maintaining strong relationships with clients and/or stakeholders;
- Ability to think strategically while having a good assessment on practical implementation of change;
- Ability to identify problems proactively and develop effective solutions;
- Good drafting and presentation skills;
- Good communication and collaboration skills, both vertically and horizontally.

4. Desirable technical competencies:

- Experience with or strong insights in the area of Translation;
- Experience with or strong insights of relevant language technologies.

5. Non-technical skills required:

Collaboration: cultivating the ability to focus, align and build effective groups; willingness to share or partner with others and acknowledging the whole being greater than the sum of the parts;

Respect: treating colleagues, staff, and partners with respect and sensitivity; valuing diversity and drawing upon the different strengths, cultures, ideas, experiences and talents of people; providing equal and fair opportunities for employment, career development and learning, and giving a voice to every team member; ensuring a positive and energising work environment;

Integrity: being driven by one's commitment and not by personal gain or alliances with vested interests; protecting and promoting the reputation of the CdT; acting with honesty and integrity; not tolerating unethical behaviour and challenging it as a matter of personal responsibility, regardless of one's position in the organisation; maintaining high ethical standards and not abusing power of authority;

Self-development: taking initiative in learning and implementing new concepts, technologies and/or methods; committing to continually improving of one's own and the team's skills set by

gathering new knowledge, skills and attitudes and by encouraging the team to develop on a continuous basis;

Change and innovation: having the ability to instigate needed change and to show a positive and open attitude towards change; understanding how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of the team;

Client orientation: endeavouring to work effectively with peers, partners, and others who are not in one's line of command, positively impacting business performance; serving both internal and external clients and build sustainable relationships.

2. ADMISSION TO THE COMPETITION

Applicants should submit their application through Systal (https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true)[2] before the closing date for submission of applications. Applications will therefore be rejected at this stage if they:

- are sent after the deadline,
- are not submitted through Systal
- do not contain all the supporting documents of proof of career, education and experience in relation to the tasks listed in the job description attached in Systal

The Selection Committee will examine the applications and draw up a list of candidates who meet all the conditions in point 1. These candidates will then be admitted to the tests.

Candidates will be informed individually of the Selection Committee's decision regarding their admission to the tests.

3. REVIEW OF APPLICATIONS

Applicants who are unsuccessful may request that their applications be reviewed. To do this they must send a letter to the Chair of the Selection Committee, stating their case, within 10 working days of the date of dispatch of the letter notifying them of the decision.

ORAL TEST

A. Admission to the oral test

All candidates who meet the requirements set under point I are admitted to an oral test.

B. Nature and duration of the oral test

The oral test consists of an interview with the Selection Committee intended to assess candidates' suitability to perform at AD level the duties mentioned in Annex 1 and the domain of the post. This assessment will be based on the candidates' ability in verbal expression, reasoning and management

[2] Please note that although the information and questions in Systal are written in English, you may apply in English or in French.

skills. During the interview, the Selection Committee may wish to verify statements made by candidates, particularly with regard to their diplomas, professional references and the skills required.

To complete their assessment of candidates' suitability for such posts, the Selection Committee will also consider the information furnished by candidates, looking in particular at their experience in relation to the tasks listed in the job description, training courses or any other information candidates wish to put forward in support of their application. All the supporting documents (certificates, diplomas, employment contracts, language certificates, references etc.) need to be attached to the candidate's application in Systal, in PDF form only, before the closing date for submission of applications. The PDF documents need to be combined by category and clearly named – Certificates, Diplomas, Employment, References etc. with the candidate's initials i.e., Employment-P.G.pdf)

The Selection Committee will decide on the time allowed for the oral test, and inform the candidates accordingly when they are invited to attend the oral test.

The oral test will take place on the date stated in the invitation letter. However, in exceptional circumstances the Selection Committee may accept a change of date at the candidate's request, provided that this does not disrupt the competition process.

2. Marks for the oral test

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

The interview will be conducted for the most part in English and in French. Other languages may be tested according to the declaration on the knowledge of languages made by the candidates.

5. RESERVE LIST

The Selection Committee will include on the reserve list all those candidates who obtain the pass mark in the oral test. The reserve list will be drawn up in order of merit.

The Appointing Authority (AA) will select candidates from the reserve list to be appointed as officials to the posts for which the competition is held, as and when posts become available in the establishment plan. The reserve list will be valid until **31 December 2026** and may then be extended.

6. HOW TO APPLY

Interested applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true) by **21 June 2026 (23.59) at the latest**.

7. APPOINTMENT

Candidates placed on the reserve list will be eligible only for appointment as probationary officials (AD8). The classification will be fixed according to general implementing provisions concerning the criteria applicable to classification in grade and step on appointment or engagement.

Candidates who are successful in this competition must have, on the date they are appointed, active status[3] at the Translation Centre.

The recruitement will be based on statutory provisions and budgetary availabilities.

Under Article 29(1)(b) of the Staff Regulations officials may request a transfer at any time during their career to another institution or agency. However, candidates' attention is drawn to the fact that, in the interests of the service, newly recruited officials are transferred only in exceptional and duly justified cases during their first four years of service. Any such transfer is subject to the agreement of institution or agency that originally recruited the official and the institution or agency to which the official requests to be transferred.

8. GENERAL INFORMATION

A. REVIEW – APPEAL – COMPLAINTS

Candidates who consider that they have grounds for complaint concerning a particular decision may, at any point in the competition, request further details regarding said decision from the Chair of the Selection Board, instigate an appeal procedure or file a complaint with the European Ombudsman (see Annex 2).

B. REQUESTS FROM CANDIDATES FOR ACCESS TO INFORMATION CONCERNING THEM

Candidates involved in an internal competition have the specific right of access to certain information concerning them directly and individually. Candidates who so request may accordingly be provided with supplementary information relating to their participation in the internal competition. Candidates must send such requests in writing to the Chair of the Selection Board. The answer will be sent within one month. Requests will be dealt with taking account of the confidential nature of the Selection Board proceedings under the Staff Regulations (Annex III, Article 6).

C. PROTECTION OF PERSONAL DATA

The Translation Centre (as the body responsible for organising the internal competition) 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.

Please see the specific privacy notice.

3 have one of the following administrative statuses: 'active' employment, leave for military service, parental leave or family leave, 'secondment in the interests of the service' or 'seconded at own request', in accordance with Article 35 et seq. of the Staff Regulations.

ANNEX 1: JOB DESCRIPTION

The mission of the Head of the Language Section is to:

- Assist the Head of the Linguistic Services Department in effectively managing the language section.

Placed under the supervision of the Head of the Linguistic Services Department, this post includes the following responsibilities:

- HORIZONTAL COORDINATION

- Actively contribute to fostering a constructive and collaborating atmosphere within the Section and with other Sections and Departments;
- Identify training needs and collaborate with other relevant Sections to organise annual training sessions across various work areas to enhance the Language Section members' skills;
- Organise and participate in regular meetings with (various) groups to collect feedback for improvement in different work areas and address potential difficulties with relevant stakeholders (e.g., WMS, clients, etc.);
- Represent the Department in call for tenders, particularly for language services outsourcing;
- Represent the CdT in various interinstitutional working groups and networks;
- Replace peer Heads of Language Sections in their absence.
- Contribute to the development of the strategic objectives of the Centre, by suggesting process optimisation actions in various areas, such as workload allocation and resource optimisation and to strategic documents (SPD, CAAR);

- TEAM COORDINATION

- Ensure the workload is fairly spread among language group members;
- Encourage staff in language groups to take initiatives and implement projects that help to achieve departmental and organisational objectives;
- Drive change by involving a maximum number of staff members, try experimental and creative ideas while allowing some room for mistakes and failure;
- Actively contribute to translating the organisational goals into practical projects by: (a) Gathering ideas and proposals to achieve strategic objectives (e.g. increasing efficiency, enhancing quality, etc.) by involving staff, peers and relevant colleagues in other Departments (OMD, CORP, IT and FIFA); (b) Designing relevant project proposals and monitoring and evaluating their implementation; (c) Monitoring the team performance and workload, providing indicators to identify areas for improvement;

- HUMAN RESOURCES MANAGEMENT

- Aim to get high engagement levels of the people in the Section;
- Take action to empower as much as possible colleagues in the Section and language groups; involve staff in ongoing projects and welcome their input, where appropriate facilitating their ideas become reality;
- Have an in-depth knowledge of Language Section members in order to be able to guide them in their mid- and long-term career plans, identifying talent, training needs, and fostering their ongoing career development;
- Set clear objectives and expectations in terms of output, behaviour and competency in the appraisal exercise and provide fair individual performance appraisals;
- Deal promptly and efficiently with underperformance, conflicts or any other staff issues;
- Contribute to performance management within the Section; Take part in selection procedures; Take part in audits.

- COMMUNICATION and PUBLICATION

- Advise the Head of Department on actions to take in the Section;
- Ensure ample opportunities are available to interact with the staff on both individual and collective basis; be available to Language Section members to address any issues they encounter promptly and effectively;
- Ensure positive communication channels are maintained with all relevant stakeholders (Section members, peers, key colleagues in other Departments, clients and Institutions);
- Ensure effective and regular communication with the Head of Department and within the group of Heads of Section.

- EVALUATION and QUALITY MANAGEMENT

- Coordinate the quality evaluation of the internal and external language services including the Corrected Version Requests (CVRs) received from clients;
- Keep oneself and the Section members up to date about new technological advancements and actively seek for possibilities to implement relevant technologies in cooperation with the other Sections and Departments concerned.

ANNEX 2: REQUESTS FOR REVIEW – APPEAL PROCEDURES – COMPLAINTS TO THE EUROPEAN OMBUDSMAN

Since the Staff Regulations apply to this competition, please note that all the proceedings are covered by the confidentiality requirement laid down in Annex III to the Staff Regulations. If at any stage of this selection procedure candidates 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 Board of competition CDT/CI/2026/02
  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 you of the decision. The Selection Board 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 Appointing Authority - CDT/CI/2026/02
  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/) start to run from the time you are notified of the act allegedly prejudicing your interests.

  Please note that the Appointing Authority does not have the power to amend the decisions of a Selection Board. The Court has consistently held that the wide discretion enjoyed by Selection Boards is not subject to review by the Court unless the rules which govern the proceedings of Selection Boards 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 the 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/ECSC, EC, Euratom (OJ L 253, 16.7.2021, p. 1–10).

  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 note also that, under Article 2(3) of the 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/ECSC, EC, Euratom, any complaint lodged with the Ombudsman must be preceded by the appropriate administrative approaches to the institutions and bodies concerned.

Electronically signed on 02/06/2026 16:25 (UTC+02) in accordance with Article 11 of Commission Decision (EU) 2021/2121