



Director

**Notice for the attention of the staff of the Translation Centre**  
**Post advertised pursuant to Articles 4 and 29(1)(a)(i) of the Staff Regulations**

**VACANCY NOTICE No CdT/03/2025 of 7 April 2025**

Deadline for applications: ..... / **23.59**

Vacancy notice  
Brief description of tasks

Minimum qualifications required to apply for a transfer:

- (1) Be in the same function group and at one of the grades for the post (transfer)
- (2) Knowledge and skills relating to the duties to be performed

To apply:

Interested **officials** are requested to apply through Systal  
([https://aa251.referrals.selectminds.com/?lset=en\\_US&sso\\_oif=true](https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true) ) **within the deadline.**

The Translation Centre is seeking to recruit a **Head of the Human Resources and Staff Support Section**.

The duties for this post are as per the **job description** below:

Suitability of applicants will be assessed against the following criteria in different steps of the selection procedure. Certain criteria will be assessed/marked only for shortlisted applicants during the interview.

**ESSENTIAL SKILLS:**

- Professional experience or very good understanding related to the nature of the tasks (see description in Annex 1).
- Professional experience and technical skills required:
  - knowledge of the general management of the Centre as well as understanding of the services underlying and supporting the translation process.
- Language skills:
  - very good knowledge (level B2 or above) of English and French;
  - the knowledge of other EU languages is considered an advantage.
- Other skills:
  - leadership skills and ability to motivate and encourage people;
  - solid interpersonal and communication skills including negotiation skills;
  - ability to liaise effectively with people at all levels of the organisation and externally;
  - strong sense of responsibility, discretion, confidentiality and initiative, as well as reliability and flexibility;
  - ability to prioritise and work under stress in a multicultural environment;
  - open-mindedness, reliability, predictability and positive attitude;
  - understanding of the institutional landscape and the framework of the European Union;
  - excellent drafting skills and strong presentation skills.

Specific skills will be verified and assessed during the oral test, among others.

**ESSENTIAL NON-TECHNICAL SKILLS:**

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.

### **Selection:**

The Head of the Corporate Services Department shall examine all applications fairly. Applicants will be judged on the basis of their qualifications and in strict compliance with the principle of equal opportunities in order to have the best possible match between the profile of the candidate and the requirements of the job in question.

All candidates regarded by the Head of the Corporate Services Department as likely to be selected may be invited for interview.

The Head of the Corporate Services Department shall draw up a report on the results of the procedure including, where appropriate, any observations and their choice of the successful candidate. The report shall be sent to the Appointing Authority for a final decision.

### **Application procedure:**

Applicants must complete their online application in Systal ([https://aa251.referrals.selectminds.com/?lset=en\\_US&sso\\_oif=true](https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true))<sup>1</sup>, within **10 working days** following the date of publication of the vacancy notice.

[Specific privacy notice](#)

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<sup>1</sup> Please note that although the information and questions in Systal are written in English, you may apply in English or in French.

## ANNEX 1: JOB DESCRIPTION

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

1. Assist his or her immediate superior:

- assist the Head of the Corporate Department in those areas of responsibility relating to the Human Resources and Staff Support section;
- ensure the section's contacts with the other sections and departments of the Centre;
- participate in the various committees and/or working groups in which the section is involved and draft any documents ensuing therefrom;
- help draft any other documents of use to the section and propose improvements for ensuring continuity of the department's various projects.

2. Team Coordination:

- prepare the work programme and the activity report for the section;
- identify and set the objectives of the section within an annual work plan;
- take the necessary steps to ensure a good working climate within the team so that it is mobilized to achieve the expected service objectives;
- organise and distribute work among agents for the execution of tasks, exercise leadership to generate and sustain motivation, provide coaching that maximizes potential;
- establish training needs and collaborate in the evaluation of team members in order to have an efficient organization and competent, satisfied and efficient staff for the execution of the section's tasks.
- Assist the Head of the Corporate Department in those areas of responsibility relating to the Human Resources and Staff Support section;
- ensure the section's contacts with the other sections and departments of the Centre;
- participate in the various committees and/or working groups in which the section is involved and draft any documents ensuing therefrom;
- help draft any other documents of use to the section and propose improvements for ensuring continuity of the department's various projects.

3. Business Management and Planning:

- project and process management in the field of human resources: Ensure the implementation and monitoring of regulatory provisions, and activities related to human resources, in accordance with the principles established for the management of projects and process;
- recruitment and integration: identify and plan recruitment needs; supervise the organization of selection/competition procedures, advising the Selection Committees in order to contribute optimally to the process of searching for human/human adequacy/function in compliance with regulations;
- professional training: design, promote and facilitate the implementation of the training plan so that the Centre has efficient and competent staff;
- administrative management of statutory staff: rigorously supervise all personnel administration (salaries, annual leave, social security, mission expenses, unemployment benefit, management of individual rights, establishment of classifications of future agents of the Centre, etc.).

4. Analysis and Advice:

- advise and give guidance to management, heads of departments and sections regarding the policy of human resources.

5. Budget and Finance:

- budget management: forecast, estimate, prepare and monitor the budget relating to the expenditure of the personnel in order to establish the future needs of the Centre and respect the limits of execution budgetary and in application of the principle of sound financial management.

6. Internal Communication (general):

- provide initiators and management with clear information on administrative, financial and strategy-related issues, including through the Intranet or ad hoc meetings, in order to communicate to them developments in this area, progress and results of the Section's activities.

7. Inter-Institutional Relations:

- liaise, as necessary, with the European Commission, the Court of Auditors and other stakeholders regarding the above tasks.

