



Luxembourg, 13 March 2018

INTER-AGENCY MOBILITY PUBLICATION

N° CDT/IAM/AD/18/01

In order to promote the mobility of temporary staff across the agencies in the framework of **Inter-Agency Mobility** for staff members within the same function group, the Translation Centre for the Bodies of the European Union (CdT) wishes to inform **temporary staff from all the Union agencies**¹ in category AD5-AD8² of the following vacant post:

DIRECTOR'S ASSISTANT (AD5-AD8)

PLACE OF EMPLOYMENT:

LUXEMBOURG

The Translation Centre for the Bodies of the European Union was established in 1994 to provide translation services for the EU agencies and bodies. It is based in Luxembourg. Since its establishment, the Centre's workload has increased considerably and it now employs around 200 staff.

In accordance with Article 7 of the general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS³, the Translation Centre is organising a selection procedure for the recruitment of a temporary staff member as the Director's assistant.

CONTRACTUAL CONDITIONS:

The selected staff member shall conclude a contract of employment with the Translation Centre which ensures continuation of the selected staff member's employment and career in the category of temporary staff under Article 2(f) of the CEOS. The contract shall be concluded without interruption of the contract concluded with the agency of origin ("the preceding contract") and shall fulfil the following requirements, in particular:

¹ All agencies referred to in Article 1(a)(2) of the Staff Regulations.

² Internal staff members at the Centre who fulfil the requirements of the publication may also apply.

³ Conditions of Employment of Other Servants of the European Union

- The same grade and the same seniority in the grade as the preceding contract;
- The same step and the same seniority in the step as the preceding contract.

The end dates of the contract concluded with the Translation Centre and of the preceding contract shall be the same. If the contract with the agency of origin was for an indefinite period, the temporary staff member under Article 2(f) of the CEOS shall also be engaged by the Translation Centre for an indefinite period.

In the event that the preceding contract comes to its natural end on the day of the commencement of employment at the Translation Centre, the duration of the contract concluded shall be the same as that which the Translation Centre would have set in the case of a renewal of one of its own temporary members under Article 2(f) of the CEOS.

The temporary staff member under Article 2(f) of the CEOS shall not serve a probationary period, without prejudice to Article 9(2)(b) of the general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS.

The selected temporary staff member under Article 2(f) of the CEOS shall take up their duties within three months following the job offer, unless otherwise agreed between the two agencies and the staff member concerned.

NATURE OF THE TASKS

The Translation Centre wishes to recruit Director's assistant, with responsibilities for planning, managing and generally coordinating the Centre's activities in order to optimise the operations of the decision-making bodies (i.e. the Director and the Management Board).

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

1. **Planning and coordination**: assisting and facilitating decision-making by the Director in the areas of responsibility; contributing to the preparation of the Centre's strategic documents; assisting in identifying and setting the Centre's objectives and in implementing and evaluating the progress of those objectives in order to ensure the follow-up of decisions taken by the Director and by the Management Board.
2. **Management of the Director's dossiers**: coordinating and managing horizontal projects; monitoring the progress of dossiers in accordance with the regulations and within the set deadlines in order to optimise the operations of the Director's office.
3. **Management of the Director's secretariat**: organising work based on set targets to optimise the operations of the secretariat; coordinating the team to maximise its potential and motivate it to achieve targets; helping to establish the training needs and the appraisals of team members; identifying personnel requirements to ensure an efficient structure and a staff complement that is competent, satisfied and able to effectively carry out their duties.
4. **Secretary to the Centre's management board**: assisting the Director with preparations for meetings of the Centre's Management Board and following up on decisions; organising the activities of the Management Board; drafting decisions; ensuring compliance with the relevant regulations; liaising with the Chair, members and working groups; ensuring the horizontal coordination of dossiers dealt

with by the Management Board in order to optimise the operations of the Centre's decision-making bodies.

5. Communication: preparing various types of reports, regulations, minutes, correspondence; organising and attending meetings; gathering and processing information; planning and supervising the analysis, design and use of communication tools for the Management Board (website); circulating information on the work of the Management Board and the Director's office internally and externally in order to improve internal and external communications and promote the Centre.
6. Budget management: planning and managing financial dossiers in accordance with the regulations and in line with the principle of sound financial management.
7. Management of the Centre's documents: designing a policy for managing the Centre's documents, including the implementation and updating of the policy with the support of an interdepartmental group; designing an organisational structure and providing information on training needs in order to ensure appropriate and uniform implementation by departments and an effective policy for public access to documents.
8. External relations: representing the Centre in committees and working groups; supervising and coordinating requests for information from the public; supervising the production, printing and circulation of publications; helping to promote the Centre in order to improve its image and increase its visibility.

ELIGIBILITY CRITERIA

To be eligible to take part in this selection procedure, the applicant must, **on 13 April 2018 the closing date for online applications**, and on the day of the filling of the post meet the following requirements:

- Be a temporary staff member under Article 2(f) of the CEOS on long-term employment who is employed within his/her current agency in a grade and function group corresponding to the published function group and grade bracket (AD5-AD8);
- Have at least 2 years' service within his/her current agency before moving;
- Have successfully completed the probationary period provided for in Article 14 of the CEOS in the relevant function group.

Education:

- **Qualifications:** have a level of education which corresponds to completed university studies of at least three years attested by a diploma.⁴

⁴ Only diplomas and certificates that have been awarded in EU Member States or that are the subject of equivalent certificates issued by authorities in the said Member States shall be taken into consideration.

SELECTION CRITERIA

Candidates must have the following:

Technical skills:

- Five years professional experience relevant to the nature of the tasks;
- Proficiency in commonly used IT tools;
- Understanding of how the EU institutions, agencies and bodies operate;
- Familiarity with communication tools and media.

Languages:

- Thorough knowledge of an official EU language;
- Satisfactory knowledge of another official EU language.

Non-technical skills:

- Communication skills: ability to interact at all hierarchical levels and in a multicultural environment; capacity for internal and external cooperation; ability to organise meetings; excellent writing skills.
- Organisational abilities: ability to judge the importance of different tasks/requests and to establish priorities; ability to coordinate multiple activities; methodical approach; ability to take the initiative; versatility.
- Management skills: ability to motivate a team; encourage it to achieve set goals and develop its potential.
- Sense of responsibility: ensure that targets are met in accordance with the priorities set; address poor performance.
- Adaptability: open-mindedness and willingness to take on new responsibilities.

Desirable skills:

- Practical knowledge and experience of coordinating and managing horizontal projects.
- Practical knowledge and experience of document management (policy and practical application).
- For service reasons, very good knowledge of and communication skills in either French or English, and good knowledge of and communication skills in the other language.

SELECTION PROCEDURE

How to apply?

Interested applicants should complete their online application in time.

We strongly advise you not to wait until the last few days to apply. Experience has shown that the system may become overloaded closer to the closing date for applications. It may therefore prove difficult to apply in time.

Candidates should assess before submitting their application form whether they fulfil all the conditions for admission laid down in the vacancy notice, particularly in terms of qualifications and relevant professional experience.

For applications to be valid, applicants shall:

- **Send their online application by the above-mentioned deadline,**
- **Send a scanned version of the documentation proving that they meet the eligibility criteria (i.e. current contract of employment and last payslip) to:**

e-selection@cdt.europa.eu or by regular mail to: Translation Centre - Bâtiment Drosbach - 12 E, rue Guillaume Kroll - L-1882 Luxembourg with the reference N° **CDT/IAM/AD/18/01**.

SCREENING OF ELIGIBILITY AND SELECTION CRITERIA

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Eligibility and suitability of candidates will be firstly assessed according to compliance with the eligibility and selection criteria by the appointed Selection Committee.

The Selection Committee will then consider the competences of eligible applicants on the basis of the application provided and will mark their applications. The 10 most suitable applicants will be invited to an interview and may be invited to undergo a skills assessment.

INTERVIEWS

Candidates shortlisted after the assessment will be called for an interview with the Selection Committee, which will be held in English and French.

The candidates invited for an interview will be required to present the original documents proving that they meet the eligibility criteria and in particular the official proof of their current contract type and grade.

COMMUNICATION WITH THE SELECTION COMMITTEE

The work of the Selection Committee and its deliberations are confidential. Candidates shall not make direct or indirect contact with the Selection Committee or have anybody do so on their behalf. The Authority authorised to conclude contracts of employment reserves the right to disqualify any candidate who disregards this instruction.

All inquiries for information should be addressed to e-selection@cdt.europa.eu or by letter to the Translation Centre - Bâtiment Drosbach - 12 E, rue Guillaume Kroll - L-1882 Luxembourg, quoting the reference of the selection (**CDT/IAM/AD/18/01**).

EQUAL OPPORTUNITIES

The Translation Centre is an equal opportunities employer and recruits applicants irrespective of age, race, political, philosophical or religious convictions, gender or sexual orientation, handicap, 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.

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 said decision from the Chair of the Selection Committee, instigate an appeal procedure or file a complaint with the European Ombudsman (see Annex 1).

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, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

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

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

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/IAM/AD/18/01

Translation Centre
Bâtiment Drosbach
Office 3076
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 authorised to conclude contracts of employment

CDT/IAM/AD/18/01
Translation Centre
Bâtiment Drosbach
Office 3076
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/homepage.html>) start to run from the time applicants are notified of the act allegedly prejudicing their interests.

Please note that the Authority authorised to conclude contracts 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

➤ 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 Court of Justice of the European Union under Article 270 of the Treaty on the Functioning of the European Union. Please also note 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.