



The Acting 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/08/2020 of 10 December 2020**

Deadline for applications: **24 December 2020 /12.00**

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 the online system Systal **before the deadline**:

[Click to apply](#)

The Translation Centre is seeking to recruit an **administrator** for its Translation Support Department, in particular for its Advanced Language Solutions section.

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

**Job description:**

1. Assistance in the management of the section: assist the head of the Advanced Language Solution section in tasks related to the section; participate in the implementation, organisation and coordination of the section's day-to-day activities in accordance with the Centre's strategy and work programme; contribute to identifying, planning, coordinating and supervising the work of the section, namely in view of an optimal internal organisation; cooperate with other services of the Centre and communicate, as appropriate, with the Centre's key stakeholders;
2. Management of the Centre's documents: define, in cooperation with the head of section, the section's work programme and contribute to the department's annual work programme; monitor of and report on the implementation of the section's work programme; monitor and analyse the performance indicators for the activities of the section; contribute to the annual activity report of the Centre;
3. Management of activities related to the translation workflow: contribute to the proper running of the translation workflow as a whole, namely through custom neural machine translation integration and management;
4. Management of language services and language technology: contribute to innovation through the development of working methodologies and the improvement of existing tools; ensure that the section is abreast of new developments and opportunities in the field of translation technology and the management and exploitation of linguistic resources;
5. Budget management: define, in cooperation with the head of section, the budget management policies of the section in line with the Centre's overall policy; ensure the proper planning and good management of budgetary activity connected with the section's activity in order to guarantee the implementation of the budget.

**Professional experience and technical skills required:**

- Appropriate experience in a similar position;
- Knowledge of translation tools;
- Knowledge in the management of linguistic projects and CAT tools;
- Knowledge in the management of machine translation and translation memories;
- Knowledge in the technical management of corpora;
- Knowledge of the principles of financial management.

**Non-technical skills:**

- Communication skills: the ability to interact with staff at any level in a multicultural environment, very good drafting skills, the ability to devise and give shape to ideas, chair meetings, negotiating skills.
- Organisational abilities: the ability to judge the importance of different tasks/requests and establish priorities, possession of an analytical mind, must be able to coordinate multiple activities, be organised and able to take initiatives, must be well-rounded.
- Leadership: must be capable of providing inspiration and inspiring confidence, know how to devolve responsibility, possess listening skills, create a sense of mission and purpose amongst all subordinates, foster permanent feedback, be able to delegate and retain oversight at the same time.
- Management skills: must have the ability to motivate a team, to encourage it to achieve set goals, must be able to develop individual potential.
- Sense of responsibility: must have great thoroughness and a desire for excellence, tact, respect of confidentiality, commitment, the desire to achieve goals whilst respecting set priorities and the ability to take final responsibility for the actions of a team.
- Adaptability: must be open minded, able to work under pressure, willing to assume new tasks and grow into the job.

**Selection:**

The Head of the Translation Support 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 Translation Support Department as likely to be selected may be invited for interview.

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

**Application procedure:**

Applicants must apply via the online tool Systal within **10 working days** following the date of publication of the vacancy notice.

[Specific privacy statement](#)