

# General provision

## Officials and Temporary Staff

The Translation Centre requires qualified staff with specific knowledge and experience, especially in the areas linked to its core business.

Since its creation, the Translation Centre's selection procedures/competitions have two objectives:

- to fill vacancies for jobs included in the establishment plan appended to the Translation Centre's budget, as adopted by its Management Board.
- to recruit staff with a high level of skill and integrity, from among nationals of Member States of the European Union.

Recruitment is made via external selection procedures, inter-agency procedures or internal selection procedures/competitions.

### *Officials*

Competitions for officials comply with the provisions laid down in Annex III of the Staff Regulations.

The Centre bases its procedures on the EPSO Vade Mecum for Selection Boards and Selection Committees, which provides a summary of all relevant principles and practices and is designed to guide selection boards in their work and decisions. It has also developed its own guidelines.

The Translation Centre organises internal competitions either for general profiles or for specific profiles, with a view to establishing reserve lists from which it can recruit.

These competitions are in principle only open to staff in activity at the Translation Centre.

### *Temporary Staff*

The general implementing provisions on the procedures governing the engagement and the use of temporary staff under Article 2(f) of the Conditions of Employment of Other Servants were implemented in 2015.

The Centre employs temporary staff on long-term employment to perform tasks of a permanent nature that are directly linked to the core activity or are related to its administrative or organisational management (administrative support, IT, etc.).

The implementing rules set out in detail all the obligations and responsibilities of the Translation Centre and the Selection Committees in line with the selection procedures organised, either with full or limited assistance of EPSO.

A vacant post may be filled by internal mobility, by mobility between EU agencies or through engagement following an external selection procedure. Temporary staff 2(f) selection procedures are organised at one of the following grades:

- a) AST/SC 1 to AST/SC 2 for the function group AST/SC;
- b) AST 1 to AST 4 for function group AST; or
- c) AD 5 to AD 8 for function group AD.

External selection notices specify *inter alia*:

- a) the nature of the selection, including the profile and the number of persons to be selected;

- b) the function group, the type of post/post title and grade;
- c) the type of tests;
- d) the type of duties to be performed;
- e) the general and specific conditions and qualifications required for the post;
- f) the required knowledge of languages;
- g) the closing date for applications;
- h) the validity of the reserve list;
- i) the agency or agencies involved.

### Contract Staff

The Centre recruits both contract staff on long-term employment and for short-term periods. Contract staff on long-term employment perform similar functions to those of temporary staff. Short-term contract staff recruitment aims at covering the absence of officials and temporary staff or work on projects limited in time.

The Centre selects and recruits contract staff on the basis of general implementing provisions concerning the engagement and the use of contract staff.

Contract staff are engaged:

- in function group I: grade 1;
- in function group II: grades 4 or 5 depending on experience;
- in function group III: grades 8, 9 or 10 depending on experience;
- in function group IV: grades 13, 14 and 16 depending on experience.

Selection procedures for contract staff are organised either directly by the Centre or through the EPSO database.

### E-Recruitment

Are you interested in applying for a selection procedure organised by the Translation Centre? Since the Centre is using an online application system, only e applications will be accepted.

Before applying, you are kindly invited to take the time to read our FAQs – they will provide all the necessary information and outline the steps to be followed in the procedure.