



Luxembourg, 06 February 2024

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

AND

INTERNAL NOTICE N° 01/2017 OF THE TRANSLATION CENTRE ESTABLISHING THE POLICY AND PROCEDURE FOR
INTERNAL MOBILITY OF TEMPORARY STAFF

VACANCY NOTICE N° CDT/01/2024
ASSISTANT IN THE HUMAN RESOURCES AND STAFF SUPPORT SECTION
(AST2 - AST9)

NATURE OF THE TASKS

Reporting directly to the Head of the Human Resources and Staff Support section, the selected candidate will be responsible for performing the following tasks:

1. In the area of Selection and Recruitment:

- Organise and support selection procedures for all categories of statutory staff, including among others the support to draft vacancy notices, providing logistic support to the different steps in the selection process, supporting selection committees, communicating with candidates, etc.; Support selection, recruitment and coordination of trainees, interim staff and other categories of external personnel;
- Establish and maintain paper and electronic records of the selection procedures in accordance with agreed standards;
- Provide support to all aspects linked to recruitment and onboarding (i.e. Arrange the pre-employment medical examinations, coordinate the reimbursement of travel expenses, prepare job offers and contracts, organise induction sessions, etc.);
- Liaise with the relevant European Commission services to ensure a smooth onboarding and integration of newcomers;
- Liaise with the medical service in the organisation of medical exams, medical campaigns and invalidity procedures;
- Manage the contract extensions;
- Manage the end of service process (e.g. Retirement, end of contract, unemployment).

2. In the area of Talent Management:

- Contribute to the development and administration of HR processes and practices (tools, checklists, guidelines, organisation of files, statistics);
- Ensure the update and development of job descriptions;
- Manage the appraisal and promotion/reclassification exercises and the probationary process;
- Support maintenance of personnel records in accordance with the Staff Regulations and the data protection requirements;
- Ensure the identification of organisational and individual training needs and the design and delivery of learning and development plans for staff members;
- Contribute to the design, implementation, monitoring and coordination of general learning and development activities;
- Manage the related training databases and staff training passports;
- Coordinate training activities of the Centre and provide the administrative follow-up of training requests;
- Support the implementation of learning and development activities, including the procurement of training or organisational development services;
- Support the development of HR policies, working conditions, the management of social and welfare activities, and staff events.

3. In the area of HR administration:

- Ensure timely and accurate administrative management of entitlements and benefits for staff;
- Establish and ensure completeness of personnel files, both in paper and electronic versions;
- Act as focal point for questions on renewal of legitimisation cards and liaise between staff members and relevant PMO service or national authorities;
- Establishment of leave entitlements and monitoring, reporting and follow-up of leave and absences (including sick leave, part-time leave, parental leave and special leave);
- Administrative management of working time;
- Ensure the administration of salaries;
- Process the documentation concerning the centre's staff, including missions, reimbursements, recovery orders, social security etc.;
- Contributing to transparent and up-to-date HR information sharing within the centre;
- Acting as an operational initiator of financial transactions;
- Liaising with counterparts and stakeholders;
- Assist in preparing public procurement and tender procedures in the HR area;
- Ensure the follow-up of the staff budget execution and forecast, and assist in the staff budget planning exercise;
- Monitoring of framework and service contracts, and liaising with external HR service providers;

- Provide information to internal and external queries (including spontaneous applications, requests for information, complaints etc.);
- Assist in preparing HR statistics, metrics and reports;
- Providing general support to the HR & Staff Support section.

4. Other support activities:

- Act as backup for absent colleagues, when required;
- Perform any other -HR tasks requested by the line management in the interest of the service.

ESSENTIAL TECHNICAL SKILLS:

- For operational reasons, an excellent knowledge of either French or English (level C1 or above¹) as well as a very good knowledge of and good communication skills in the other language (level B2 or above).
- Have professional experience in the area of HR and/or administrative roles and/or strong interest in the tasks mentioned in the section 'Nature of tasks'.
- A good command of IT Tools (e.g. Excel, Word, PowerPoint, Business Objects...) and/or online applications for e-selections (e.g. Systal/Taleo) and/or other HR related tools (e.g. Sysper, MIPS...).

ESSENTIAL NON-TECHNICAL SKILLS:

- **Client orientation:** Working 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.
- **Cooperation and teamworking:** Cultivating the ability to focus, align and build effective groups. We are willing to share or partner with others and acknowledge the whole being greater than the sum of the parts.
- **Respect:** Treating colleagues, staff, and partners with respect and sensitivity. Valuing diversity and draw upon the different strengths, cultures, ideas, experiences and talents of people. Ensuring a positive and energising work environment and being mindful of boundaries set by others.
- **Self-development:** Endeavouring to take initiative in learning and implementing new concepts, technologies and/or methods. Committing to continually improve your own skillset by gathering new knowledge, skills and attitudes.

¹ Level defined according to the Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR).

- **Welcoming change and innovation:** Ability to instigate needed change and to show a positive and open attitude towards change. To understand how technology is currently used to reach the organisation's objectives and explore new tools to improve the performance of one's team.
- **Integrity:** You are driven by our commitment and not by personal gain or alliances with vested interests. You protect and promote the reputation of the CdT. You are honest and act with integrity. You do not tolerate unethical behaviour; and challenge it as a matter of personal responsibility. You maintain high ethical standards and do not abuse power of authority. You treat personal information with the highest standards of confidentiality.

ELIGIBILITY CRITERIA

To be eligible to take part in this internal vacancy, the applicant must, **on 22 February 2024, 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 in a grade and function group corresponding to the published function group and grade bracket (AST2-AST9) **or** be part of a Temporary Agent AST reserve list of the Translation Centre.
- Fill the requirements of the publication.

A. 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 will be invited to an interview. An interview with the Head of the Corporate Services Department will assess applicants' ability to carry out the duties described above. The interview will also be an opportunity to focus particularly on applicants' specialist knowledge and their skills in the fields mentioned in points "Essential technical skills" and "Essential non-technical skills".

Interview duration: about 40 minutes.

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

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

B. APPLICATION PROCEDURE:

Applicants must complete their online application in Systal (<https://aa251.referrals.selectminds.com/>)²

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

within 10 working days following the date of publication of the vacancy notice.

[Specific privacy statement for processing of personal data](#)