



Director

Luxembourg, 8 June 2023

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

INTERNAL PUBLICATION NO CDT/05/2023

STRATEGIC PLANNING AND QUALITY ADMINISTRATOR
(A D 5 - A D 1 2)

NATURE OF THE TASKS

Reporting directly to the Head of the Finance and Strategic Planning Section, the selected candidate will be responsible for performing the following tasks:

1. Assistance in the management of the section: contribute to the design and development of the tools, procedures, reports, etc. as required by the hierarchical superior in the domain of responsibility of the section.

2. Planning and programming documents: coordinate and provide methodological support in the preparation of the Centre's strategy, programming documents and annual activity reports; contribute to the maintenance of related processes, procedures, guidelines, templates and tools.

3. Performance planning, monitoring and reporting: contribute to the definition of annual and multi-annual objectives and performance monitoring tools, their measurement (KPIs, benchmarks, SLAs) and follow-up through regular management reviews; contribute to the development of reporting tools and methods.

4. Quality: coordinate and provide methodological support with regard to the Centre's quality policy; ensure that the Centre's quality manual and related standards are kept up to date and that internal processes are implemented, reviewed for improvement with process owners, formally adopted and published.

5. Audit: propose the annual internal quality programme and ensure its smooth functioning; organise and report on the internal quality audits adopted by the Centre's management; conduct appropriate training for the Centre's internal quality auditors and coordinate engagement with them; monitor the implementation of actions resulting from external and internal audits in line with the administrative procedures in place.

6. Other support activities: perform other tasks of the Finance and Strategic Planning Section, as required.

7. Inter-institutional relations: liaising as required with the European Commission, IAS, EU Agencies and other stakeholders regarding the above tasks.

ESSENTIAL TECHNICAL COMPETENCIES:

- Two years of professional experience related to the above-mentioned duties;
- Very good knowledge of French and English (Level B2¹ or higher);
- Professional experience in management of financial and administrative rules and procedures;
- Professional experience in working with various stakeholders;
- Knowledge of standards in the field of quality management, strategic and operational planning;
- Proficiency in the use of IT software (MS, Excel, Word, Power Point.....);

DESIRABLE TECHNICAL COMPETENCIES:

- Quality management experience gained in a European or international organisation;
- Good knowledge of MS Project and Visio;
- Knowledge of other EU official languages.

ESSENTIAL NON-TECHNICAL COMPETENCIES

- Interpersonal capacity: ability to work in a team and to communicate at all levels (internally and externally); very good planning, analytical and problem-solving skills;
- Written and oral communication: drafting and presentation skills;
- Proactive attitude, result and client oriented and keen on taking coordinated initiatives;
- Sense of responsibility: discretion, confidentiality, precision, efficacy, availability and punctuality;
- Organisational skills: ability to manage various tasks and to set targets, methodical and systematic approach, versatility, attention to detail.
- Adaptability: ability to deliver and to respect deadlines, to work well under pressure and collaborate with others, ability to upskill and adapt to developments in the IT environment.

CONDITIONS OF ADMISSION:

To be eligible to take part in this internal publication, the applicant must, on the closing date for online applications and on the day of the filling of the post, meet the following requirements:

- Be an official or 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 (AD5-AD12).
- Fill the requirements of the publication listed above.

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

A. SELECTION:

The Head of the Finance and Facilities 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 Finance and Facilities Department as likely to be selected may be invited for interview.

The Head of the Finance and Facilities 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.

B. APPLICATION PROCEDURE:

Applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true)², within 10 working days following the date of publication of the vacancy notice.

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

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