



REF. : **CDT-TR-2024**
2024 Traineeship positions

DEPARTMENTS: TRANSLATION, TRANSLATION SUPPORT, CORPORATE SERVICES

PLACE OF EMPLOYMENT: LUXEMBOURG

The Translation Centre for the Bodies of the European Union is an agency of the European Union.

Established in Luxembourg in 1994, its main mission is to provide translation and related language services to the other decentralised EU agencies. It may also assist those EU institutions and bodies which have their own translation services when there are workload peaks or for specific projects. In total, the Centre translates for 70 clients. At the end of 2023, it had around 200 staff members, including officials, temporary agents and contract staff.

For more information on the CdT, click [here](#).

The Translation Centre for the Bodies of the European Union offers traineeships for university graduates or students from the Member States of the EU who wish to acquire an understanding of the Translation Centre's work and gain professional experience.

Embark on a transformative journey with our Traineeship Program in the heart of Europe – Luxembourg!

In accordance with Administrative Decision No 1/2022 on traineeships offered by the Translation Centre for the Bodies of the European Union, the Translation Centre is organizing a selection procedure for the following four trainee positions in 2024:

- 1 Trainee Greek translator (Translation Department)
- 1 Trainee Polish translator (Translation Department)
- 1 Trainee Advanced Language Solutions Section (Translation Support Department)
- 1 Trainee Human Resources & Staff Support Section (Corporate Services Department)

These trainee positions require permanent relocation to the Agency's headquarters in Luxembourg, a captivating European gem, which seamlessly blends rich history with modern sophistication. Renowned for its picturesque landscapes, Luxembourg boasts fairy-tale castles, charming villages, and a vibrant cultural scene. Luxembourg may be the place where your career aspirations take flight!



No	Profile	Department	Requirements	Tasks linked to the profile (non-exhaustive list)
1	Greek language translator	Translation	Studies and/or knowledge related to the tasks linked to this profile	<ul style="list-style-type: none"> - Short and medium length translations - Post-editing of machine translation output - Quality checks - Subtitling jobs - Alignments under supervision of the coach - Any other relevant tasks as required by the business
2	Polish language translator			
3	Advanced Language Solutions Section	Translation Support	Studies and/or knowledge related to the tasks linked to this profile	<p>Depending on the area of assignment, the trainee will be expected to carry out under supervision the following duties:</p> <ul style="list-style-type: none"> - Support the execution of the machine translation programmes, processes, communications, and other strategic initiatives which may include: - Assistance with MT activities (e.g. data curation, training, evaluation); - Assistance with any other operational activity related to AI or NLP applications; - Other administrative support upon need and requirements (e.g. assisting the MT team in document and file management). <p>The area of assignment within ALS may change as required by the Centre's needs.</p>
4	Human Resources	Corporate Services	Studies and/or knowledge related to the tasks linked to this profile	<p>Depending on the area of assignment, the trainee will be expected to carry out under supervision the following duties:</p> <ul style="list-style-type: none"> - Assist with day-to-day HR tasks, including maintaining employee records, updating databases and handling documentation - Assist in the selection and recruitment processes by posting job openings, screening resumes, coordinating interviews, support the onboarding process for new hires and ensuring a smooth integration into the organization - Support the development and implementation of training programs to enhance employee skills and knowledge - Contribute to the development and communication of HR policies and ensure compliance with relevant regulations



1. Eligibility criteria

To be eligible for the traineeship programme, candidates must meet the following requirements, on the closing date for applications (26 March 2024):

- a) be 18 years of age or older;
- b) be nationals of a Member State of the European Union;
- c) have, by the beginning of the traineeship, successfully completed at least 3 years of higher education (university studies) or equivalent education attested by a diploma or relevant official certificate related to the responsibilities of one of the profiles listed above;
- d) have language skills corresponding to level C1 for the first language (thorough knowledge) and level B2 for the second language (satisfactory knowledge), under the Common European Framework of Reference for Languages.
- e) not have already been a trainee of the Centre, or have been employed by the Centre in any capacity, or have worked for the Centre as an interim staff member, consultant or external service provider.

The following criterion is applicable only to translator traineeships:

- f) have a perfect command of their principal language.
The principal language means mother tongue, or a language of which the applicants have an equivalent command.

2. Selection criteria

- **1 Trainee Greek translator:** translation studies, with Greek as principal language.
- **1 Trainee Polish translator:** translation studies, with Polish as principal language.

Duration of traineeship: between 6 months and 12 months.

Desired knowledge :

- 1) C1/C2 level in English and minimum B1 level in French or German
- 2) Knowledge of other EU official languages will be an advantage
- 3) Translation of texts in their principal language
- 4) Knowledge of and/or experience in post-editing of machine translation output
- 5) Good knowledge of Computer Aided Translation tools

- **1 Trainee Advanced Language Solutions Section:**

Duration of traineeship: between 6 months and 12 months.

Fields: machine translation and translation systems, computational linguistics, natural language processing, machine learning, translation process automation, text data processing or linguistic data curation.

Desired knowledge:

- 1) Programming skills (preferably in Python).
- 2) Understanding of Natural Language Processing principles and techniques.
- 3) Basic knowledge of Machine Translation and Machine Learning concepts.
- 4) B2 level in English or French

- **1 Trainee Human Resources**

Duration of traineeship: between 6 months and 12 months.

Desired knowledge:

- 1) Experience of work or study in the area of Human Resources Management / Business Administration / Public Administration / EU Studies, or other relevant areas;
- 2) Experience working in a multicultural environment and/or studying abroad will be an asset;
- 3) Good knowledge of IT applications (Word, Excel, and any other is an asset);
- 4) Proactive attitude and ability to adjust to new tasks in a demanding work environment;
- 5) Service mind-set.
- 6) B2 level in English and B1 level in French

Competencies applicable to all profiles:

- Strong communication and interpersonal skills
- Attention to detail and organizational abilities
- Proactive and willing to take initiative
- Good MS Office skills (Excel, Word)
- Ability to work well in teams, particularly in a multicultural team.

3. Selection procedure:

The selection procedure will be carried out in two parts:

- The first part will be based on the above-mentioned eligibility criteria (see point 1), and is intended to ascertain whether the applicant meets all the eligibility criteria laid down in the application procedure. Applicants who do not meet these criteria will not be considered.
- The second part will consider the selection criteria (see point 2) and the suitability of the applicant's profile in relation to the traineeship to be awarded. This part will be marked on a scale from 0 to 10

The Selection Committee will assess the eligible applications and select those best matching the selection criteria required for the available traineeship.

Based on motivation, qualifications and/or experience as reflected in the candidate's application, the Selection Committee draws up a short list of candidates to be proposed to the Director.

The shortlist will be valid until 31 December 2024 and may be extended based on the budgetary and organizational needs of the CdT.

The best suitable candidates may be invited for a phone/video interview which may include other appropriate testing.

The work of the Selection Committee is confidential and its decisions are final.

The final selection is made by the CdT Director and relevant Head of Departments (depending on the candidate's profile).

The starting date of the traineeship depends on the Agency's needs and budget availability.

All applicants will receive a notification on the result of the selection procedure, whether their name is placed on the shortlist or not.

If an application is unsuccessful, candidates may re-apply to future vacancies for which they satisfy the criteria.

4. Application Procedure:

Interested applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?lset=en_US) within the deadline (26 March 2024).

The online application form should be submitted in English and should clearly indicate (among other details):

- Qualifications (please list the exact dates of your academic qualifications);
- Responsibilities, experience and skills gained in previous positions, if applicable (please list the exact dates of the work experience you gained);
- Nationality/Citizenship;
- Language skills;
- Motivation explaining why you are interested in the traineeship and what added value you would bring to CdT if selected.

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

In case of questions, please contact the Human Resources & Staff Support section at E-Selection@cdt.europa.eu.

In order to facilitate the selection process, all communication concerning this vacancy will be in English.

5. Traineeship grants

Trainees shall be entitled to a monthly grant of 1.536,63EUR, on condition that they are not entitled to a grant or a financial contribution from another source. Article 3 of the Administrative Decision gives detailed information on traineeship grants and related matters (health and accident insurance, taxation, reimbursement of travel expenses at the beginning and end of the traineeship, etc.).

Trainees shall be entitled to a flat rate-contribution for the travel expenses incurred at the beginning and end of the training period, subject to the conditions laid down in the article 11 of the Administrative Decision 1/2022 on traineeships.

6. General Information

Administrative Decision No 1/2022 on traineeships is the legal document laying down the rules governing the selection and employment conditions of trainees.

Protection of personal data

The Translation Centre will ensure that applicants' personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. This applies in particular to the confidentiality and security of such data. For this purpose, you can send your request to the following e-mail address: E-Selection@cdt.europa.eu or to the Data protection Officer of the Translation Centre: data-protection@cdt.europa.eu.

Equal opportunities

The Translation Centre is an equal opportunities employer and recruits applicants without distinction as to race, age, political, philosophical or religious beliefs, gender or sexual orientation and without reference to their marital status or family situation.

Related documents:

[The Centre's Administrative Decision No 1/2022 on traineeships](#)
[Specific privacy notice for traineeships offered by the Translation Centre for the Bodies of the European Union](#)