



The Acting Director

Notice for the attention of the staff of the Translation Centre

Post advertised pursuant to Articles 4 and 29(1)(a) (iii) of the Staff Regulations and to the Guidelines for the promotion and unblocking of top grades adopted by the Translation Centre on 28/08/2020

NOTICE No CdT/07/2021 of 22 July 2021

Deadline for applications: **05 August 2021 / 12.00**

Minimum qualifications required to apply:

- (1) Be an established official in grade AST 9;
- (2) Have at least 2 years of seniority in the grade;
- (3) Knowledge and skills relating to the duties to be performed.

To apply:

Interested **officials** are requested to apply through Systal (https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true ¹⁾ **within the deadline.**

¹ Please note that although the information and questions in Systal are written in English, you may apply in English or in French.

The Translation Centre is seeking to establish a reserve list for **Senior Assistants**.

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

Job description:

1. Assistance to the hierarchical superior: assist and, if needed, replace the hierarchical superior in the daily management of the relevant activities, programmes and projects, the preparation of the work programme and the respective reporting activities and in the relation and coordination with the other services of the Centre;
2. Monitoring and coordination activities: monitor the activities of the section, provide general guidance and coordination to the ongoing projects, study new ideas and solutions, contribute to the respect of the applicable rules and procedures and the timely and efficient completion of tasks;
3. Budget implementation: forecast, estimate, prepare and monitor the budget related to the service concerned in order to establish the future needs of the Centre and to respect the limits of budget execution and the application of the principle of sound financial management;
4. Analysis and advice: provide detailed analyses and advice to the other sections, the Heads of Department and the Director when needed;
5. Communication: provide the Centre's staff with clear information, including through Intranet articles, information emails, staff presentations or ad hoc meetings, in order to communicate on the new solutions or projects; ensure transversal communication between the different sections of the Centre; stay in touch with clients, suppliers and external partners;
6. Interinstitutional relations: represent the Centre in interinstitutional activities and participate in the exchange of information in order to benefit from the experience acquired by other organisations;
7. Other supporting activities: carry out other supporting activities related to the section in order to contribute to the smooth functioning of the service.

1. General conditions and qualifications required for the post:

- Appropriate experience in staff management;
- Appropriate experience in budget implementation;
- Proven high degree of autonomy;
- Knowledge of common office tools (word processing, spreadsheets, etc.);
- Very good knowledge of French and English (level B2 or higher)
- Knowledge of other official EU languages is considered as an asset;

2. Specific conditions and experience required:

In addition to the requirements listed above, candidates must demonstrate their ability to:

- Provide senior level advisory and expertise to the management of policies and internal procedures contributing to strategic goals;
- Develop and implement organisation-wide approaches;
- Handle highly complex cases or situations;
- Integrate and coordinate specialised functions and knowledge to fulfil key objectives of the Centre;

- Represent the Centre in strategic matters;
- Lead external networks with counterparts;
- Steer and supervise the design, implementation and monitoring of budget lines, strategic projects/programmes or policies;
- Manage complex projects and procedures.

Non-technical skills:

- Communication skills: very good writing skills, ability to synthesize; ability to lead meetings, ability to negotiate.
- Sense of responsibility: very high level of accuracy, discretion, respect for confidentiality, rapidity and punctuality, availability, willingness to achieve objectives while respecting defined priorities and ability to take final responsibility for the actions of the team.
- Organisational skills: ability to assess the importance of different tasks/requests and to establish priorities, ability to manage and coordinate multiple activities, methodical and proactive approach, flexibility.
- Interpersonal skills: ability to work as part of a team, capacity to maintain professional contacts at all levels (internal and external), ability to work in a multilingual environment.
- Adaptability: open-mindedness, ability to work under pressure, willingness to take over new tasks and to evolve, capacity to learn quickly and to adapt to changes.

3. Selection:

(1) Preselection stage

The Selection Committee shall examine all applications fairly. Applicants will be preselected 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 post in question.

(2) Selection stage

The preselected applicants will be invited for an assessment phase, which will include an oral and a written test. In this phase, the Committee will assess the general applicants' suitability and their ability to carry out the duties listed under the heading *Specific conditions and experience required*.

A. Oral test

The oral test will consist of:

An interview with the Selection Committee to assess applicant's knowledge and skills in relation to the duties listed under the heading *Specific conditions and experience required*.

The interview will be conducted mainly in English and in French. Knowledge of other languages may also be tested on the basis of the applicants' declarations on their linguistic competences.

Time allowed: 45 minutes.

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

B. Written test

The written test will consist of:

- a questionnaire (10 questions) to assess applicants' knowledge and skills in relation to the duties listed under the heading Specific conditions and experience required.
- a case study aimed to assess applicants' written skills, analytical skills and their competences in relation to the duties listed under the heading Specific conditions and experience required.

Time allowed: 2 hours.

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

After the written test and the interview have been marked, the Selection Committee will draw up a reserve list of the successful applicants in alphabetical order. Successful applicants will be those who have achieved the total pass mark required in the written test and the pass mark in the interview.

The reserve list will be valid until 31.12.2021 and may be extended at the discretion of the Translation Centre's authority empowered to conclude contracts of employment.

The responsible Head of Department shall draw up a report on the results of the procedure, including, where appropriate, any observations and the choice of the successful candidate. The report shall be countersigned by the other two members of the Selection Committee and sent to the AIPN for a final decision.

Application procedure:

Applicants must complete their online application in Systal (https://aa251.referrals.selectminds.com/?lset=en_US&sso_oif=true) and attach therein their three last appraisal reports, within **10 working days** following the date of publication of the notice.

[Specific privacy notice](#)